**Savannah State University**

**Performance Tracking Tool**

|  |  |
| --- | --- |
| **GENERAL INFORMATION** | |
|  | |
| **Employee Name:** | **Title:** |
|  | |
| **Department:** | **Supervisor / Evaluator:** |
|  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Reason for Discussion** | **Discussion Summary** | **Outcome** | **Desired Results** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |