

**EVENT RECORD**

*Noteworthy job-related specific events observed throughout the year.  
To be completed by and shared with either supervisor or employee.  
(Make as many copies as necessary)*

Employee name: \_\_\_\_\_ Date: \_\_\_\_\_

On this date, \_\_\_\_\_, the following event occurred:

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Date: \_\_\_\_\_

On this date, \_\_\_\_\_, the following event occurred:

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The event record(s) are to be reviewed by the supervisor at the time of the Performance Appraisal and taken into consideration to assist with the review process.