

## Employee behavior log

Fill out a row whenever a direct report behaves in a problematic way. Documenting specific behaviors will help you see trends, evaluate the impact of the behavior — and determine what actions to take. Having this record will also enable you to prepare for conversations about the behavior with the person or others.

**Tips:** Document details as soon as possible after they happen in order to ensure accuracy. Also note possible behavior “triggers” in your descriptions to help you spot patterns.

**Employee’s name:**

Date	Description of the behavior	Effects of the behavior
<i>Example:</i> December 8	<i>Carlos got red in the face and yelled, “I can’t do everything!” when Meg asked for website the team meeting. Possible triggers: constructive criticism? Or maybe Meg?</i>	<i>Meg told me later that she feels she can’t make suggestions to Carlos. His reaction also shut down the rest of the team, which stopped sharing ideas after that.</i>

