**Probationary Review Questions**

If your employee is not meeting expectations, you will be asked to provide answers to a series of questions. You may prepare your answers in advance, but you must enter them into the form in Access.smu for them to be submitted to the Department of Human Resources. You will then be presented with options that you may request to help address the situation. After reviewing your online review, a member of the Employee Relations team will contact you to discuss your concerns.

**Performance Issues *Describe your concerns with the employee’s performance:***

* What exactly did the employee do or not do?
* What were the specific behaviors of concern? (Do not include emotions or assumptions; focus on specific behaviors or actions.)
* Explain how the behaviors were in conflict with the job expectations.
* Include relevant dates.

**Manager Actions**

***Describe the steps you have taken to address the performance issues:***

* Summarize any feedback you provided to the employee.
* Describe any additional training provided.
* Was an expectation regarding this issue set and clearly communicated? (When?)
* Any other actions taken?
* Include all relevant dates.

**Employee Actions**

* Did the issue continue after you talked with the employee? If so, when and what happened?
* Include relevant dates.