

# CONTINUOUS PERFORMANCE MANAGEMENT (CPM) NOTES & DISCUSSION FORM



<b>Employee Information</b>	Employee Name:	Jane Doe	Performance Evaluation Year:
	Employee Personnel #:	12345	
	Employee Job Title:	Program Manager 1-A	2026
	Dept/Office/Section/Unit:	LDH/OS/HR	

<input checked="" type="checkbox"/> Favorable <input type="checkbox"/> Unfavorable		<input type="checkbox"/> Favorable <input checked="" type="checkbox"/> Unfavorable	
<b>Date:</b> June 12, 2026	<b>Time:</b>	<b>Date:</b> June 12, 2026	<b>Time:</b>
<i>Employee Performance/Behavior Description</i>		<i>Employee Performance/Behavior Description</i>	
<p>Jane consistently demonstrates strong compliance with eCertification requirements by timely reviewing and approving employee time statements in accordance with established deadlines. She is diligent in identifying and addressing discrepancies, ensuring prompt communication with both staff and time administrators to resolve issues efficiently. Her attention to detail and commitment to accuracy supports reliable payroll processing and reflects a high level of accountability.</p>		<p>Jane did not consistently meet expectations for completing required training by the established deadlines, and there were gaps in ensuring her staff completed their mandatory training on time. This resulted in avoidable compliance risks and required follow-up to address outstanding requirements.</p> <p>To improve, Jane should establish a regular process to monitor training completion, including setting reminders ahead of deadlines and routinely reviewing staff progress. She should also follow up proactively with employees who are not on track and escalate concerns as needed to ensure full and timely compliance moving forward.</p>	

<input checked="" type="checkbox"/> Favorable <input type="checkbox"/> Unfavorable		<input checked="" type="checkbox"/> Favorable <input type="checkbox"/> Unfavorable	
<b>Date:</b> June 12, 2026	<b>Time:</b> 8:00am	<b>Date:</b> June 12, 2026	<b>Time:</b>
<i>Employee Performance/Behavior Description</i>		<i>Employee Performance/Behavior Description</i>	

Jane consistently meets expectations in the completion and management of CPMs for her team. All evaluations are completed timely, with appropriate documentation maintained. She establishes clear, job-related, and measurable expectations, and provides ongoing feedback to employees to support performance and development. Mid-year reviews are completed and documented as required, and any performance concerns are addressed appropriately. Her evaluations accurately reflect both individual performance and office priorities, demonstrating strong oversight and accountability.

Jane consistently demonstrates superior customer service skills in all interactions. She is responsive, professional, and approachable, ensuring that concerns are addressed promptly and effectively. She communicates clearly, listens actively, and follows through, which builds trust and maintains positive relationships with both internal and external stakeholders.

## Interim Discussion Sessions

Supervisor Signature:

Supervisor Signature

Employee Signature:

Employee Signature