



CITY OF HOUSTON



Houston Public Works
Performance Improvement Discussion
Post- Meeting Worksheet



NAME _____ DISCUSSION DATE: _____ SUPERVISOR: _____
CLASSIFICATION _____ EMPLOYEE NUMBER: _____

AGREEMENT:

1. DID THE EMPLOYEE AGREE TO SOLVE THE PROBLEM/ CORRECT THE SITUATION? YES ☐ NO ☐
2. WAS THE EMPLOYEE ADVISED OF THE SPECIFIC ACTION TAKEN (PID, REMINDER I, REMINDER II, DECISION-MAKING LEAVE)? YES ☐ NO ☐

SUMMARY OF DISCUSSION:

EMPLOYEE'S SOLUTION (Action to be taken by the employee to correct the situation):

OTHER SOLUTIONS (Action to be taken by yourself or other people to help the employee solve the Problem):

EMPLOYEE'S COMMENTS (Summary of employee's comments about the situation or the discussion):

COMPLETED BY: _____ FOLLOW-UP DATE: _____

Assistant Director

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Policy 1-24
Attachment D
Page 1 of 1
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