

**Classified Employee Notice of Performance Concerns
Crete Public Schools**

Employee	Date of Review
Location	Position

CONCERNS: Check appropriate items(s)

☐ Knowledge and performance of job	☐ Failure to follow policies
☐ Attendance	☐ Ability to work cooperatively with others
☐ Punctuality	☐ Failure to exhibit appropriate judgment and tact
☐ Neglect of Duty	☐ Other

Description of Incident including date(s) of occurrence:
Recommendations for Improvement:

Supervisor	Date
*	
Employee	Date

*Employee signature indicates that the employee has reviewed this document. The employee is also being notified that further infractions of this nature or any other type may result in further disciplinary action, which may include termination.

Original to file; copies to Employee, Supervisor

Date of Adoption: 12/10/2018