Texas Department of Criminal Justice
PERS 401
TDCJ Employee Performance Log

TDCJ EMPLOYEE PERFORMANCE LOG	
Employee Name: _____ Payee ID: _____ Position Title: _____	
Supervisor Comments or Recommended Actions: For example, discussion notes, expectations, action plans, timelines, and other measures and records of significant events. This form is not to be used to address medical leave, unless medical leave is affecting the employee's job performance.	Employee Comments:
Observation Dates - From: To: Supervisor's Initials: Date: _____ MM/DD/YYYY	 Employee's Initials: Date: _____ MM/DD/YYYY
Observation Dates - From: To: Supervisor's Initials: Date: _____ MM/DD/YYYY	 Employee's Initials: Date: _____ MM/DD/YYYY
Observation Dates - From: To: Supervisor's Initials: Date: _____ MM/DD/YYYY	 Employee's Initials: Date: _____ MM/DD/YYYY

The original of this form shall be maintained in a supervisory file in accordance with PD-55, "Human Resources Records and Files." This form shall not be attached to the employee's performance evaluation. A copy may be placed in an employee's disciplinary file only when it is used to support a disciplinary action taken in accordance with PD-22, "General Rules of Conduct and Disciplinary Action Guidelines for Employees."

Note to Employee: With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.