

Associate Performance Record (APR) Page # _

Name:		Position:	Location Number:	Employee ID:	Manager:
INSTRUCTIONS:					
The APR is a record of discussion to be used for documenting conversations that managers have with employees. This includes but is not limited to: conversations on employee accomplishments, recognition, performance, behavior and attendance at the Informal Corrective Action level. Partner with your HR Business Partner for more serious or ongoing issues that may require Formal Corrective Action.					
Entry:	Date:	<i>SAMPLE</i>			
<i>Attendance Informal CAR</i>	<i>2/1/21</i>	<i>Reviewed Jane's two incidents of tardiness in the last 30 days and the brand attendance standard with her. Jane committed to being on time going forward. Jane understands that further occurrences could lead to Formal Corrective Action.</i>			
		Manager Signature: <i>John Doe</i>		Position: <i>SGM</i>	
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