

Performance Calendars

- **Purpose**
 - The Performance Calendar is a tool used by managers to journal behavioral highlights of each team member within the location
- **Cadence**
 - As needed updates for attendance issues
 - Minimum expectation is for the manager to write at least one meaningful entry per team per week
- **Entry**
 - The front of the calendar is used to document attendance performance with symbols designated to identify tardies and absences. It is a quick view to see if there are performance issues that must be addressed
 - The back of the calendar is designated for notes that focus on conversations that have been held with the team member. Entries should be brief but able to be interpretable by a third party
 - Examples of this could be:
 - Great customer comments
 - Attendance issues
 - Observation Checklist follow ups
 - Please note all entries should not be negative, look for positives as well
- **Uses**
 - Performance calendars should be used to identify trends that can be used for recognition or performance management
 - They will help in writing Performance Appraisals