



Name: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

\*PAC forms expire DEC 31<sup>st</sup> of year generated

## Performance Activity Card

Performance Activity Cards (PAC) are supervisory tools used to maintain a culture of accountability through accurate Performance reviews. The PAC is compliant with the provisions of FBOR because it is reviewed by the employee and the employee may comment on entries prior to the card being utilized in the Performance Review process.

The supervisor makes notes of employee's or subordinate's performance on a PAC, and refers to the PAC to ensure thorough annual Performance reviews. Subordinates may request the completion of a PAC at any time to assist the supervisor during the evaluation period.

### **Activities of note only (no comments of future potential):**

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Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Employee comments:**

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_