



## **Personnel Practices Audit: What to Include in Employee Logs**

*Your organization can be held liable for your personnel actions if you rely on information in employee logs that isn't objective. Test your knowledge of what to include and what to omit from log entries.*

### **Which of the following do you include?**

1. Project assignments and deadlines met or not met.
  - Yes
  - No
2. Your assessment of the quality of an employee's work.
  - Yes
  - No
3. Rumors or speculation about the employee's personal life.
  - Yes
  - No
4. Instances of tardiness, work absences or extended breaks.
  - Yes
  - No
5. Theories about why the employee is behaving a certain way.
  - Yes
  - No
6. Information about the employee's family, ethnic background, beliefs or medical history.
  - Yes
  - No
7. Disciplinary discussions and actions taken.
  - Yes
  - No



8. Your opinions about the employee's career prospects.

- Yes
- No

9. Employee responses to problems and questions.

- Yes
- No

10. Positive contributions to the work effort.

- Yes
- No

11. Unsubstantiated complaints against the employee.

- Yes
- No

12. Details of significant personal interactions with the employee.

- Yes
- No

13. Non-work-related information the employee posted or that was posted about the employee on social media.

- Yes
- No

*Items 3, 5, 6, 8, 11 and 13 do **not** belong in an employee log. It's safest to restrict log entries to verified or verifiable facts that are directly related to doing one's job. Only write down what you have personal knowledge of or that the employee told you.*