

**SBI WORKSHEET** (Steps 4 – 8 from Supervisor’s Checklist. Attach Checklist to SBI once completed.)

Employee: \_\_\_\_\_ Location: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Employee Classification: \_\_\_\_\_ Supervisor (completing form): \_\_\_\_\_

OBSERVATIONS:	
<p><b><u>SITUATION</u></b></p> <p><i>Describe the situation in which you observed the employee; stick to the facts; be specific about the details (time, place and circumstance)</i></p>	
<p><b><u>BEHAVIOR</u></b></p> <p><i>Describe the behavior observed using neutral terms; talk about what the person did and how it was done, words spoken, physical actions/inactions; describe don’t interpret</i></p>	
<p><b><u>EMPLOYEE RESPONSE</u></b></p> <p><i>Entered by supervisor after meeting with employee.</i></p>	
<p><b><u>IMPACT</u></b></p> <p><i>Explain the impact this behavior had on the organization, coworker, supervisor, patron (i.e. workflow, productivity, safety, liability, morale), etc.</i></p>	
<p><b><u>CORRECTIVE ACTION</u></b></p> <p><i>Communicate performance expectations – what areas of performance do you want to see improved?</i></p>	

\* SBI (Situation, Behavior and Impact) adapted from the Center for Creative Leadership.