

Significant Event Log	
Employee Name: Caryn Devins	
Evaluation Period:	
Date	Event
7/5/2018	On this date I met with Caryn and JP. I pulled both of them because I wanted to resolve a breakdown in communication. I also wanted to clarify with Caryn any issue about any harassment by JP. A few days ago Caryn walked into my office and told me she wanted to know if she had my support. I asked her what kind of support she wanted and she said that she just wanted to give me a heads up and keep me in the loop.
	Caryn started the meeting telling me that she was not prepared to speak to me in front of JP and asked if she could speak to me by herself. I said yes and asked JP to excuse us. Caryn then proceeded to tell me that JP questioned her performance. I advised her that it must be a misunderstanding because he has never said that Caryn's performance was lacking. I proceeded to thank her for all of her hard work in the Dixon case and the Davis case. Had it not been for her work on those cases I would not have found out what was missing in Dixon's case.
	I then specifically asked her about any possible harassment by JP. She advised me that on several occasions he made her feel uncomfortable by wanting to meet after work hours. On one specific situation she said they both had stayed late working on a case. When the meeting was over JP asked her if she needed a ride. Caryn advised him that she had her bike and did not need a ride. She went and got her bike and on her way out on the first floor JP was waiting for her in the lobby and asked if she needed a ride. Caryn said no and left. Caryn said she felt creeped out by this event.
	I specifically asked Caryn if there was ever any inappropriate touching or attempted touching but she said no. I told her that I wanted to make sure that she was able to work in an environment where she felt comfortable. She advised me that she did not want to submit a complaint against JP.
	After some time of talk with her I asked JP to come in. I articulated to JP that Caryn felt he was questioning her performance. He advised that at no time was he questioning her performance. He did mention that he felt he blew her off twice. Once on a psr meeting with a client and she decided to do a discovery review in the Dixon case. Another time that had to do with meeting a client. Caryn's response was that her understanding from JP was that she was merely shadowing him and that the meeting with the client was not more important than helping out in the Dixon case.
	After much discussion, JP agreed the best course of action is for him to step aside as Caryn's mentor. I and Caryn agreed. I suggested that Caryn think of who could be her mentor going forward. She suggested Kelly. I agreed he would be good. JP then left the room and spoke with Caryn alone for some time. I asked her if she agreed with the resolution and she advised that she did.
	I asked if she felt comfortable going forward and she said she did.