

Employee Name: _____ **Date:** _____

Position: _____ **Client Name:** _____

PURPOSE: To provide a supervisor the opportunity to formally discuss with an employee the need to improve performance and to create a formal record of the meeting.

_____ Counseling Session _____ Verbal Warning _____ Written Warning

_____ Final Written Warning _____ Suspension

REASON FOR COUNSELING SESSION: (Note below specific problems, issues, occurrences, dates, times, etc.):

- _____ Absenteeism
- _____ Tardiness
- _____ Failure to do job (note below specific problems)
- _____ Gross Misconduct
- _____ Violation of company policy
- _____ Insubordination
- _____ Other (note below specific problems)

EVENTS LEADING TO THE CONVERSATION: Include specific policy that has been violated or performance issue.

PERFORMANCE EXPECTATION: State the required behavior.

SUGGESTED MEANS OF IMPROVEMENT: List *specific* goals, objectives or performance and measurement standards that you and the employee have agreed to, and in what time frame.

FAILURE TO COMPLY WITH THE ABOVE WITHIN THE SPECIFIED PERIOD, AND/OR FURTHER VIOLATIONS OF COMPANY POLICIES AND PROCEDURES, WILL RESULT IN FURTHER DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.

EMPLOYEE COMMENTS:

DATE ISSUED: _____

Manager Signature: _____

Witness Signature (if available): _____

By signing this I acknowledge only that I have received this:

Employee Signature: _____ Date: _____