



# Progressive Discipline Checklist

A structured checklist to guide managers through the progressive discipline process before issuing formal discipline.

**Provide basic information about the employee and review.**

## Employee Name

First Name

Last Name

## Position / Title

## Department

## Supervisor Name

## Date of Review

Month Day

Year

**Checklist for identifying and documenting the issue.**

### Specific policy or expectation clearly identified

Yes

No

Not Applicable

### Policy or handbook section referenced

Yes  
No  
Not Applicable

**Facts documented objectively**

Yes  
No  
Not Applicable

**Witness statements gathered if applicable**

Yes  
No  
Not Applicable

**Prior similar issues reviewed**

Yes  
No  
Not Applicable

**Checklist for reviewing prior coaching or discipline actions.**

**Verbal coaching documented**

Yes  
No  
Not Applicable

**Written warning issued**

Yes  
No  
Not Applicable

**Performance Improvement Plan used if applicable**

Yes  
No  
Not Applicable

**Employee acknowledged prior discipline**

Yes  
No  
Not Applicable

**Timeline between incidents reviewed for consistency**

- Yes
- No
- Not Applicable

**Checklist for ensuring consistency and risk awareness.**

**Similar past cases reviewed for consistency**

- Yes
- No
- Not Applicable

**Protected class considerations reviewed**

- Yes
- No
- Not Applicable

**Any recent complaints or leave activity reviewed**

- Yes
- No
- Not Applicable

**HR or leadership consulted if appropriate**

- Yes
- No
- Not Applicable

**Checklist for manager's preparation before formal discipline.**

**Nest Step**

**Talking points prepared**

- Yes
- No
- Not Applicable

**Documentation ready for signature**

Yes  
No  
Not Applicable

**Clear performance expectations defined**

Yes  
No  
Not Applicable

**Follow-up timeline scheduled**

Yes  
No  
Not Applicable

**Optional Notes**