

### Performance Counseling Record

Employee

Date

Department

Manager

This form will serve as uniform documentation for the recording of employee counseling for corrective action by supervisors/managers. Performance counseling for corrective action is initiated when performance is unsatisfactory in such areas as attendance, quality, safety, productivity, or infraction of rules, policies, or procedures. Thoroughly complete both pages of this document

Reason For Action (check all applicable)

Performance  Attendance  Quality  Safety

Policy/Procedure Violation  Other

If Other, Please Explain

Result of Action (check one)

Verbal  Written  Written with suspension  Final Written  Termination Review  Termination  Other

Notes

1. Description of the problem/situation to be corrected. Include who, what, where, when and possible causes. ( Specify relevant policies, procedures, practices, SOPs, memos, announcements, training, etc).

2. History of similar conversations and/or previous coaching or counseling on this issue. Include specific dates, times, references to previous documentation, if any).

3. Description of the action to be taken to correct the problem. Identify expected corrective action – what is expected as the measurable outcome. Include description of solutions that were agreed to and a target/follow - up date to evaluate completion/correction.

4. Next correction step if not resolved. Include description of the consequences to the employee if the situation is not corrected by the target date.

Next Corrective Step (select one)

verbal counseling  Written Counseling  Final Written Counseling  Review for Termination  Termination  other

To Employee: your signature is required to acknowledge your receipt of this document. If you dispute any factual matters discussed above, please do so in writing within five (5) working days. A copy of your timely written response will be included in your personnel file.

Employee Signature

Date

Manager Signature

Date

HR Signature

Date

Submit

Print

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