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## Performance Referral

Company:

Personnel Action:

Supervisor's Name/Title:

- Counseled
- Verbal/Written  
Warning

Phone#:

- Suspended
- Terminated

Fax#:

- Other \_\_\_\_\_

Email:

Employee must contact Insight by:

Name of Employee Being Referred:

Type of Referral (Circle one): Formal      Informal

Role & History with the company:

Work Performance Issue (including specific behaviors, length of time of issue):

Outcome Desired for Employee's Behavior: