

EMPLOYEE DOCUMENTATION RECORD

Meeting Reason: Attendance Performance Misconduct

Employee: _____

Hire Date: _____

Job Title: _____

Department: _____

Immediate Supervisor: _____

Meeting Date: _____

Type of Action: Written Counselling Final Counselling or Suspension Recommendation for Termination

PREVIOUS CORRECTIVE ACTION/COUNSELLING: *(Include previous coaching(s), corrective action(s), and other documented discussions with employee.)*

FACTS: *Describe what happened to cause you to take action (facts are objective statements about what you or others witnessed in relationship to the employee conduct). Describe what happened (why the person is receiving corrective action) in first person, the conference record is addressing the person receiving the disciplinary action and remember to include the employee side (their response).*

Expectations: *(Outline suggestions to help the employee reach the objectives you have established. Include the employee's commitment.)*

ACTION(S): *(Identify what corrective action you are taking now and what steps will be taken if the employee's behavior does not change.)*

Time Frame for Improvement: _____

Follow-Up Date: _____

Employee Comments:

I acknowledge receipt of the above written discipline. My signature does not necessarily indicate my agreement with this personnel action.

Employee Signature

Date

Supervisor Signature

Date

Manager Signature

Date

Human Resources Review

Date