

# PERFORMANCE COUNSELING REPORT

Employee Name: \_\_\_\_\_ Occurrence Date: \_\_\_\_\_

Date Presented: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**Disciplinary Level:**

- Verbal Correction
- Written Warning
- Final Written Warning
- Termination (with full documentation)

**Purpose of Conference/Work Rule Violated:** \_\_\_\_\_

- Policy/Procedure Violation
- Performance Transgression
- Behavior/Conduct Infraction
- Absenteeism and Tardiness

**Prior Notifications:**

<u>Level of Discipline</u>	<u>Date</u>	<u>Subject</u>
Verbal		
Written		
Final Written		

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**Incident Description and Supporting Details:**

*Document specific facts about performance here.*

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**Performance Improvement Plan / Corrective Actions Required**

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1. Measurable/Tangible Improvement Goals:
  
  
2. Training or Special Direction to Be Provided:
  
  
3. Interim Performance Evaluation Necessary?

**Suggestions:**

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**Outcomes and Consequences**

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**Positive:**

**Negative:**

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**Employee Comments and/or Rebuttal**

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*(Attach additional sheets if needed)*

X \_\_\_\_\_  
Employee Signature

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**Employee Acknowledgment**

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I understand that the Company/Corporation is an "at-will" employer, meaning that my employment has no specified term and that the employment relationship may be terminated any time at the will of either party on notice to the other. I also realize that the Company/Corporation is opting to provide me with corrective action measures, and can terminate such corrective measures at any time, solely at its own discretion, and that the use of progressive discipline will not change my at-will employment status.

I have received a copy of this notification. It has been discussed with me, and I have been advised to take time to consider it before I sign it. I have freely chosen to agree to it, and I accept full responsibility for my actions. *By signing this, I commit to improve my performance to meet the communicated standards and to follow all other standards of performance and conduct. I also now acknowledge that my job is in jeopardy of being lost.* By signing this, I commit to follow the communicated standards of performance and conduct.

\_\_\_\_\_  
Employee Signature                      Date                      Supervisor's Signature                      Date

Witness: (if employee refuses to sign)

\_\_\_\_\_  
Name                      Date                      Time in conference

Distribution of copies: \_\_\_ Employer \_\_\_ Supervisor \_\_\_ Employee