

Name of employee: _____

Position: _____ Date: _____

Behavior

Describe the problem or unacceptable behavior: _____

Describe how the problem or unacceptable behavior must change: _____

Action plans

Describe what the employee must do to correct the situation, how he or she will do it and by what deadline.

Describe what the employer will do to help the employee correct the situation.

Consequences

Describe what the consequences will be if the problem or behavior is not corrected: _____

Session conducted by: _____ Date: _____

I have read the above and have been given an opportunity to ask questions.

Employee comments: _____

Employee signature: _____ Date: _____

