



EMPLOYEE CONDUCT & PERFORMANCE REPORT

Give a copy of the completed form to the employee. Retain a signed copy for your records and forward original form to Sheakley HR Solutions.

Employee: _____ Date: _____

Position: _____ Dept: _____

Specific reason for report: Behavior Performance

Date of Incident(s): _____

Record detail(s) of incident(s): _____

Required action or change to correct the situation: (Except in cases of termination, this should include a description of the corrective steps to be taken - actions, responsibilities and time frames.)

Check the type of warning: Verbal Warning Written warning (Warning(s) go in the personnel file)

Check the type of action(s) being taken: Discipline/Suspension
 Performance and/or Attitude Counseling/Warning
 Termination

FAILURE TO TAKE THE REQUIRED ACTION IDENTIFIED ABOVE OR TO IMPROVE PERFORMANCE AND/OR ATTITUDE TO A SATISFACTORY LEVEL WILL RESULT IN FURTHER DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.

I have read and acknowledge receipt of this notice.

Employee's Signature _____ Date: _____

Management's Signature _____ Date: _____

Witness' Signature _____ Date: _____