



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 _____

Check the 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 Written (Written warning(s) go in the personnel file)

Check the types 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 _____

