

# Department of Administration Employee Counseling Form

**Purpose:** This form is used to document unsatisfactory job performance or unacceptable personal conduct. It will be placed in your personnel folder within the division, and will not be used in isolation because of this one incident. This form, however, can be used to show a pattern of unsatisfactory job performance and unacceptable personal conduct, and may become the basis for further disciplinary action.

Employees may be counseled at a minimum of two times for unsatisfactory job performance before receiving a formal disciplinary action. In matters related to unacceptable personal conduct, an employee does not have to receive prior counseling for formal disciplinary action to occur.

Your signature on this form does not necessarily mean that you agree, only that you have read this documentation and the incident has been discussed with you.

**Date of counseling:**

**Date of incident:**

**Employee counseled:**

**Job performance or conduct designation:**

**Description of cause for this counseling:**

**Description of corrective action:**

**Timeframe the employee has to show improvement:**

**Failure to make the required improvements or correction may lead to disciplinary action, up to and including dismissal.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Person Conducting Counseling**

**Date**

**Date**