



DOCUMENTATION OF VERBAL WARNING
DOCUMENTING CONVERSATION WITH EMPLOYEES REGARDING SUBSTANDARD JOB
PERFORMANCE, VIOLATION OF POLICY, INAPPROPRIATE BEHAVIOR, ETC.

Employee Name: _____

Position: _____

Employee Number: _____

Store#: _____

Verbal Counseling was conducted on _____ date.

Verbal Counseling has been conducted on approximately _____ previous occasion for

Same Behavior

other behavior (see documentation)

Summary of the Discussion

The Policy that has been violated, the employee's conduct that has been inappropriate, and/or the performance that is expected but lacking.

Employee is expected to:

Supervisor will:

Is additional training needed? If so define:

Follow up date:

Supervisor's Signature

Date Signed