

# COUNSELING FORM:

Date of Counseling: \_\_\_\_\_

Follow up Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Counseled by: \_\_\_\_\_

Position: \_\_\_\_\_

Stage of Counseling (check appropriate box)

Verbal Counseling

1<sup>st</sup> Written Warning

2<sup>nd</sup> Written Warning

Performance Issue	Examples	Plan to Rectify	Performance Target	Action Date

Supervisor Signature: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

- *Performance Issue: Refer back to job description responsibilities, if needed to provide specifics*
- *Examples: Provide examples where the employee has not met the expectations*
- *Plan to Rectify: Jointly decide on a plan of action to improve performance. Ensure the employee has the skills and knowledge to undertake the plan and identify additional training needs*
- *Performance Target: Detail the performance expected*
- *Action date: Date that the performance target must be reached or behavior / attitude changed.*