



RECORD OF COUNSELING
DALLAS COUNTY

Instructions: Use this form to document Counseling discussions between supervisor and employee about a performance or conduct issue. A Counseling discussion is not considered "disciplinary" in nature. This form should remain in the department's employee files. Do not forward to Human Resources/Civil Service.

Employee: _____ Date of Discussion: _____
Job Title: _____ Supervisor: _____
Date in Job: _____ Department: _____
Department Head/Elected Official: _____

Nature of Discussion: To be completed by supervisor. Briefly provide facts surrounding the situation, pertinent background information, description of unacceptable performance, conduct or behavior, dates (or approximate), established performance expectations, specific improvements or changes required to meet expectations, action plans for achieving, etc.

Employee's Response: Provide employee with opportunity to respond in writing. (Optional for the employee.)

Employee signature: My signature indicates that my supervisor discussed the above issue with me on this date.

Signature Date

Supervisor signature: On this date, I discussed this issue with the employee.

Signature Date