



## VERBAL WARNING TRACKING FORM (EXAMPLE)

**EMPLOYEE NAME:** Jean Zyborg

**DATE OF HIRE:** 1-8-2009

**Issue or Concern Addressed:**

**Employee Remarks**

(Each entry must have date & signature)

<i>Spoke with Jean concerning negative attitude toward</i>	<i>Jean said she is aware of being too critical and she</i>
<i>Other employees and co-workers. Jean has been very</i>	<i>Will work on improving her attitude and approach.</i>
<i>Critical of night and weekend receptionists. I shared</i>	
<i>With her that instead of criticizing, to find solutions</i>	
<i>To help them to be successful.</i>	

Manager Signature: *Molly Manager*

Date: 12-9-2009

**Issue or Concern Addressed:**

**Employee Remarks**

(Each entry must have date & signature)

<i>I spoke with Jean again concerning her negative</i>	<i>Jean said she didn't mean it to come across as</i>
<i>Attitude with night receptionists. She stated at this</i>	<i>Disrespectful or degrading, and apologized.</i>
<i>AM's meeting that "the girls know nothing about</i>	
<i>Computers." I stated to her that that statement is</i>	
<i>Not only degrading and disrespectful to the staff, but</i>	
<i>It also not true. I cautioned Jean that continued</i>	
<i>Occurrences of disrespect and negative attitude will</i>	
<i>Result in further action.</i>	

Manager Signature: *Molly Manager*

Date: 1-4-2010

**Issue or Concern Addressed:**

**Employee Remarks**

(Each entry must have date & signature)

<i>The BOM and I spoke with Jean about her ongoing</i>	<i>Joan agreed that this situation should not have</i>
<i>Negative attitude toward employees. There was a</i>	<i>Happened at the front desk, and that she should have</i>
<i>Confrontation at the front desk with Jean and two</i>	<i>Handled the situation differently. She apologized.</i>
<i>Caregivers, which was witnessed and overheard</i>	
<i>By other staff, residents and family members. I</i>	
<i>Clearly pointed out to Jean that this is inappropriate</i>	
<i>Behavior.</i>	

Manager Signature: *Molly Manager*

Date: 1-15-2010