

Employee Action Form



Casto Human Resources
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Employee Name:

Employee Office:

Action

- Documented Conversation
- Warning
- Final Warning or Probation
- Suspension
- Separation / Termination of Employment

Dates

Date of Misconduct:

Date of Conversation:

Brief Description of Current Issue: *include specific behavior, examples, dates, and resulting impact on business*

Brief Description of Previous Conversations or Actions Taken Regarding this Issue: *include dates*

Brief Description of the Consequence Should This Problem Continue: *warning statement & follow up date, probationary guidelines & time frame, etc.*

Manager:

Manager's
Signature:

Employee:

Employee's
Signature:

Attachments to Follow

- Action Plan
- Probation Plan
- Other

Employee Response: