

# EAST LAKE TARPON SPECIAL FIRE CONTROL DISTRICT

## EMPLOYEE/INTERVIEW FORM

Employee: \_\_\_\_\_ # \_\_\_\_\_ Rank: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Purpose of Interview:

☐ - Commendation      ☐ - Guidance      ☐ - Counseling      ☐ - Written Reprimand

☐ - Suspension and/or Demotion      ☐ - Decision-Making Leave      ☐ - Resignation

### Supervisor Comments:

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Recommended Action ☐ and/or Action Taken ☐

Submitted by \_\_\_\_\_ Rank: \_\_\_\_\_ Date: \_\_\_\_\_

### Employee Comments:

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### “Check” one of the following:

☐ I have been advised of this pending action and wish to submit written comments.

☐ I have been advised of this pending action and do not wish to submit written comments.

Employee: \_\_\_\_\_ Rank: \_\_\_\_\_ Date \_\_\_\_\_

Shift Representative Signature: \_\_\_\_\_ Date \_\_\_\_\_

☐ I have been advised this action has been approved and will become part of my personnel file.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_