

SUPERVISOR'S DISCIPLINARY ACTION CHECKLIST

Employee Name: _____
Job Title: _____

DISCIPLINE QUESTIONNAIRE

This questionnaire is intended to assist you in determining if you making the right decision in taking disciplinary action. Answer yes or no to the following questions.

Did the employee break a rule, behave inappropriately or have trouble performing assigned work? Yes or No

- If the employee broke a rule, do you believe that the employee understood the rule? Yes o No
- If the employee's behavior was inappropriate, do you believe that the employee was aware of the consequences of their actions? Yes or No
- If the employee is having trouble performing the assigned work, do you believe that the employee has been given all of the necessary training and tools? Yes or No

If you have answered no to any of these questions, you might want to consider an action other than discipline at this time. This could include retraining, coaching and/or a review of policy and procedures.

Job Performance Problem Checklist, I have determined that

- _____ the employee has all of the tools he or she needs to do the job.
- _____ the employee has all of the knowledge and training that he or she needs to do the job.
- _____ the level and volume of work expected is reasonable.
- _____ the employee should be able to do all of the tasks associated with the job.
- _____ there are no patterns, special circumstances or special considerations
- _____ the employee could perform the job if

Pre-Discipline Checklist, I have

- _____ determined that the rule that was broken was a reasonable rule.
- _____ determined that the employee had a clear understanding of the work rule.
- _____ determined that the organization has a record of strict enforcement for the same or similar offenses.
- _____ determined that if the employee has received a warning for a similar situation.
- _____ compared this employees work record with others in the work group,
- _____ consulted the employee manual for policy clarification.
- _____ discussed the problem with the employee to get his or her side of the story.
- _____ talked with any witnesses or others involved in the situation to obtain their points of view or get their statements.
- _____ determined what the negative effect or outcome of the broken rule or inappropriate behavior was.

Discipline Action Checklist, I have

- _____ prepared a written outline and objective list for the disciplinary meeting.
- _____ checked to make sure that I am following the written discipline policy.
- _____ made the discipline progressive and notified the employee of the consequences will be if the problem occurs again.
- _____ arranged for a follow up meeting with the employee.
- _____ created a performance improvement plan (if applicable).
- _____ had employee sign the written discipline outline and objective list and/or the performance improvement plan and received a commitment for improvement from the employee.