

## DOCUMENTATION OF VERBAL WARNING

(For documenting conversations with employees regarding substandard job performance, violation of policy, and or inappropriate behavior, etc.)

Employee Name \_\_\_\_\_ Position \_\_\_\_\_

Employee No. \_\_\_\_\_ Department \_\_\_\_\_

\_\_\_\_\_ Verbal counseling was conducted on \_\_\_\_\_ date.

Verbal counseling has been conducted on approximately \_\_\_\_\_ previous occasions for

\_\_\_\_\_ the same behavior \_\_\_\_\_ other behavior (see documentation)

### Summary of the Discussion

Policy that has been violated, the employee's conduct that has been inappropriate, and/or the performance that is expected but lacking:

Employee is expected to:

Supervisor will:

Is additional training needed? If so define:

Follow up date:

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Signed by Supervisor