

Performance Improvement

Employee Information

Employee Name:

Date:

Position:

On-Site Employer:

Purpose is to provide a formal opportunity for a supervisor to help an employee understand where improved performance is expected, and to provide a written record of each counseling session.

Verbal warning

Written warning

Suspension

Final written warning

Problem Area

Disregard for supervisor/co-worker/client/customer

Absenteeism

Tardiness

Failure to do job (note below specific problems)

Gross misconduct

Failure to comply

Violation of company policy

Other

Problem definition—list specific reason(s) why this person is being counseled.

Improvement required—list specific actions the employee must take to correct the situation or behavior.

Suggested means of improvement—list specific goals, objectives or performance and measurement standards that you and the employee have agreed to, and in what time frame.

Employee Comments

Was this counseling decision discussed in advance with a Human Capital Human Resources professional?

Yes No. If yes, state the person's name

Failure to comply with the above within the specified period, or further violations of company policies and procedures, will result in further disciplinary action up to and including termination.

Review progress on:

Employee Name (please print):

Employee Signature:

Date:

Supervisor Name (please print):

Supervisor Signature:

Date:

Witness Signature:

Date:

EMAIL TO HUMAN CAPITAL: HR@human-capital.com