

## EMPLOYEE COUNSELING REPORT

Employee:

Date:

Position:

Division:

1. I have observed the following problem and/or deficiencies in this employee's job performance

2. I have informed the employee of the following corrective steps that he/she must take in the immediate future.

3. I have advised the employee of the following consequences if he/she fails to correct the deficiencies.

4. These matters will again be discussed with this employee by \_\_\_\_\_  
(\_\_\_\_ days from date)

5. Evaluation of the employee's response.

**I certify that this deficiency review has been discussed with me.**

**Employee's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**President's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

