

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