

# Written Coaching/Level Notice Form

Classified Civil Service staff

## Employee Information

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Employee ID:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Supervisor:** \_\_\_\_\_ **Unit/Department:** \_\_\_\_\_

## Type of Notice (check one)

Written Coaching     Level One Notice     Level Two Notice

## Details

**Description of the issue:**

**Previous actions (this section only used when there is active corrective action on file):**

**Plan for improvement (expectations, goals to be achieved, and timeframe):**

**Consequences of further issues:**

## Acknowledgment of Receipt of Notice

By signing this Notice, I acknowledge that this matter has been discussed with me and that I received a copy of this document. I understand that this is corrective action and that future infractions and/or performance issues may result in further corrective action up to and including termination. I understand that as a CCS employee, my performance will be considered in the displacement and reinstatement processes.

_____ Employee Signature	_____ Date
_____ Manager/Supervisor Signature	_____ Date
_____ SHRP or Designee Signature	_____ Date
_____ OHR Signature (Level Two Notice only)	_____ Date
_____ Witness Signature (if employee understands warning but will not sign this form)	_____ Date



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Employee Comment Section

Employee comments:



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