



University of Missouri – St. Louis

Probationary Counseling Form

Instructions: Use this form to document and administer formal and informal employee feedback such as identification, correction and prevention of performance and behavior issues. Employment with UMSL is at-will; the University reserves the right to discipline employees as indicated by policy. Certain misconduct can justify suspension, including immediate termination.

EMPLOYEE NAME:		EMPLOYEE ID:	
JOB TITLE:		SUPERVISOR NAME:	
DEPARTMENT:	DEPARTMENT HIRE DATE:	DATE:	
<u>INFRACTION:</u>			
<u>SPECIFIC INCIDENT PROMPTING THIS ACTION</u> Describe the specific incident, the date and place of occurrence, and the individuals involved. Attach additional sheets as necessary:			
<u>EFFECT (OR POTENTIAL EFFECT)?</u> Describe the effect this problem has had (1) on the department or University and (2) on the employee's performance. Attach additional sheets as necessary:			
<u>EXPECTATION OF EMPLOYEE</u> Describe what the behavior should be:			
<u>HAS THE EMPLOYEE BEEN COUNSELED PREVIOUSLY?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list dates and reasons:			
<u>OTHER COMMUNICATION:</u> List other communications (with dates) which would have advised employee of rule or procedure which he/she violated. Attach additional sheets as necessary.			
<u>ACTION PLAN</u> (Include mutually agreed upon action plans and timelines for correcting the problem or concern and consequences if improvement does not occur. Attach additional sheets as necessary.):			

ACTION STAGES - BEFORE ANY STAGE IS TAKEN, IT MUST BE DISCUSSED WITH HUMAN

RESOURCES : 1st Stage: At the time of the counseling, was the employee advised that additional performance or other concerns

during the probationary period might result in termination of his/her employment? Yes No

Did employee read sign receive a copy of documentation of the counseling? Yes No

2nd Stage: DISCHARGE: After discussion with HR, employee has been given letter or memo clearly stating the effective date: _____

* **PROBATION EXTENSION:** Probation may be extended in some situations to a maximum of nine (9) months. Departments must discuss and receive approval from HR. The employee must then be notified in writing and a copy of the letter sent to HR.

<u>EMPLOYEE COMMENTS</u> (Present ideas for improvement and/or offer comments. Attach additional sheet if needed.):
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Supervisor (Signature Required):	Date:	HR (Upon Receipt):	Date:
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