

Employee Counseling Form

| Basic Information | | | |
|---|---|---|--|
| Employee Name Jen Doe | Job Title/Department Call centre operator | Employer Multi Banks inc. | Manager/Supervisor Name Alice Strong |
| Incident Date/Time 11.02.2022 | Date of Counseling 11.04.2022 | Names of Others Present at Session Jane White, employee relations counselor | |
| Counseling Information | | | |
| Reason for Counseling | | | |
| <input checked="" type="checkbox"/> Tardiness or Absences <input type="checkbox"/> Job Performance <input type="checkbox"/> Failed to Report to Work | | <input type="checkbox"/> Behaviour <input type="checkbox"/> Safety Violation <input type="checkbox"/> Other: | |
| | | <input type="checkbox"/> Inappropriate Conduct <input type="checkbox"/> Violence | |
| Description of Workplace Issue | | | |
| <p>11.02.2022- Jen got to work at 9.30am, meaning other staff members had to try to cover her station as well as their own, and an urgent phone call was missed as a result. Her manager states this has been a recurring problem for which she has been repeatedly verbally cautioned on.</p> | | | |
| Summary of Corrective Plan of Action | | | |
| <p>Jen has already taken the initiative and apologized to the staff member and their team who missed an urgent call as a result of trying to cover her shift.</p> <p>We will assess Jen's progress with arriving at work on time for the next two weeks and evaluate whether further corrective action is required.</p> | | | |
| Employee Statement | | | |
| <p>I had thought being a bit late wouldn't cause any bad effects for the company, but I can now see how others were impacted.</p> <p>I feel confident I can resolve this issue and be on-time for my shifts in future without any further action needing to be taken.</p> | | | |
| Follow-Up Date: 12/6/22 | | | |
| Employee Signature  | Date 11/04/2022 | Manager/Supervisor Signature  | Date 11/04/2022 |
| Witness Signature  | Date 11/04/2022 | HR Received  KS | Date 11/11/2022 |

Sample Template Employee Counseling

Albert A Gayle



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