

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

Michael Rajnik



Sample Template Employee Counseling:

Decoding **Sample Template Employee Counseling**: Revealing the Captivating Potential of Verbal Expression

In a period characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Sample Template Employee Counseling**," a mesmerizing literary creation penned with a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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