

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

Hussin A.Rothana



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