

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

AW Rasmussen



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Table of Contents Sample Template Employee Counseling

1. Understanding the eBook Sample Template Employee Counseling
 - The Rise of Digital Reading Sample Template Employee Counseling
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Template Employee Counseling
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Template Employee Counseling
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Template Employee Counseling
 - Personalized Recommendations
 - Sample Template Employee Counseling User Reviews and Ratings
 - Sample Template Employee Counseling and Bestseller Lists
5. Accessing Sample Template Employee Counseling Free and Paid eBooks
 - Sample Template Employee Counseling Public Domain eBooks
 - Sample Template Employee Counseling eBook Subscription Services
 - Sample Template Employee Counseling Budget-Friendly Options
6. Navigating Sample Template Employee Counseling eBook Formats

- ePub, PDF, MOBI, and More
- Sample Template Employee Counseling Compatibility with Devices
- Sample Template Employee Counseling Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Template Employee Counseling
 - Highlighting and Note-Taking Sample Template Employee Counseling
 - Interactive Elements Sample Template Employee Counseling
- 8. Staying Engaged with Sample Template Employee Counseling
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Template Employee Counseling
- 9. Balancing eBooks and Physical Books Sample Template Employee Counseling
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Template Employee Counseling
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Template Employee Counseling
 - Setting Reading Goals Sample Template Employee Counseling
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Template Employee Counseling
 - Fact-Checking eBook Content of Sample Template Employee Counseling
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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