

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			
☒ Tardiness or Absences ☐ Job Performance ☐ Failed to Report to Work		☐ Behaviour ☐ Safety Violation ☐ Other:	
		☐ Inappropriate Conduct ☐ Violence	
Description of Workplace Issue			
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.			
Summary of Corrective Plan of Action			
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. 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.			
Employee Statement			
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. 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.			
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

Sandy Fritz



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