



# Employee Counseling Form

Basic Information			
Employee Name <b>Jen Doe</b>	Job Title/Department <b>Call centre operator</b>	Employer <b>Multi Banks inc.</b>	Manager/Supervisor Name <b>Alice Strong</b>
Incident Date/Time <b>11.02.2022</b>	Date of Counseling <b>11.04.2022</b>	Names of Others Present at Session <b>Jane White, employee relations counselor</b>	
Counseling Information			
Reason for Counseling			
<input checked="" type="checkbox"/> Tardiness or Absences	<input type="checkbox"/> Behaviour	<input type="checkbox"/> Inappropriate Conduct	
<input type="checkbox"/> Job Performance	<input type="checkbox"/> Safety Violation	<input type="checkbox"/> Violence	
<input type="checkbox"/> Failed to Report to Work	<input type="checkbox"/> Other:		
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: <b>12/6/22</b>			
Employee Signature 	Date <b>11/04/2022</b>	Manager/Supervisor Signature 	Date <b>11/04/2022</b>
Witness Signature 	Date <b>11/04/2022</b>	HR Received <input checked="" type="checkbox"/> <b>KS</b>	Date <b>11/11/2022</b>

# Sample Template Employee Counseling

**Thomas L. Hartsell, Jr., Barton E.  
Bernstein**



**Sample Template Employee Counseling:**

## Reviewing **Sample Template Employee Counseling**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Sample Template Employee Counseling**," an enthralling opus penned by a highly acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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