



EMPLOYEE COUNSELING MEMORANDUM

Prepared by: _____ Date: _____

Position: _____ Dept.: _____

Re: Employee: _____

Position: _____

1. I have observed the following in this employee's performance.

2. I have informed Mr./Ms. _____ of the following improvements that will be expected from him/her in the future.

3. Additional monitored assistance has been arranged as follows:

4. I have informed the employee of the following consequences if he/she fails to follow the guidance as described above.

5. These matters will be reviewed again within _____ days.
Name: _____
Supervisor
Signed: _____
Date: _____

I have read and received a copy of the above statement. I understand that I have a right to submit comments of my own about this matter.

Name: _____
Employee

Signed: _____

Date: _____

Original to Personnel
Copy to Appropriate Dean
Copy to Supervisor
Copy to Employee