

Name of Employee: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Date of Conference: \_\_\_\_\_

Employee Position: \_\_\_\_\_

Manager's Name: \_\_\_\_\_

**Reason for Conference:**

- Failure to comply with company policy: \_\_\_\_\_
- Licensing Violation: \_\_\_\_\_
- Substandard job performance: \_\_\_\_\_
- Follow up conference for: \_\_\_\_\_
- Suspended, pending investigation until: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**Description of Incident/ Violation/ Follow-up:**

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**Conference Outcome:**

*Has the employee been previously counseled?*

- No  Yes Date/s: \_\_\_\_\_

*Prior Outcome:*  Coaching  Training  Verbal Warning  Written Warning  Final Warning

*Action Steps:*  Coaching  Training  Verbal Warning  Written Warning  Final Warning

Termination, effective: \_\_\_\_/\_\_\_\_/20\_\_\_\_



