

Counseling Statement

Employee name

Date:

Description of incident(s): State specific incidents, not generalizations

This is a problem because: Usually some form of bad for the organization, department or customer service.

This problem may be addressed by: These are the training steps

- 1.
- 2.
- 3.

We will know the situation has improved when:

- 1.
- 2.
- 3.

If the problem continues:

Inability to meet required duties and deadlines of the position will result in a probationary situation. Continued problems while on probation may result in dismissal.

Employee Comments:

Supervisor:

(signature) _____

Employee:

(signature) _____