



# CONSTRUCTIVE COUNSELING NOTICE

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Constructive Counseling (check one)

Verbal       Written       Written Warning       Termination

Describe the nature and dates of the unsatisfactory performance or conduct:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe in specific detail the level of performance or conduct that you consider satisfactory and state the time frame to achieve satisfactory performance or conduct:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Immediate action: \_\_\_\_\_

Identify the specific action or actions which may occur next if the employee does not demonstrate and maintain satisfactory performance or conduct:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

### EMPLOYEE ACKNOWLEDGEMENT

Employee Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

The employee's signature does not necessarily indicate agreement with the content of this Constructive Counseling Notice but does at least acknowledge receipt of the form and the content (or lack) of Employee Comments. An employee's decision not to sign this form should be noted on the Employee's Signature line, preferably with a witness present. The witness should initial the notation of refusal to sign as well.