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DISCIPLINE/COUNSELING INTERVIEW FORM

EMPLOYEE NAME:	DATE:
POSITION:	DEPARTMENT:
MANAGER/SUPERVISOR:	

1. The following observations have been made about the employee's conduct:

2. The employee has been informed of the following standards that will be expected from him/her in the future.

3. These standards are important because of the following impact on the work environment:

4. I have advised the employee of the following consequences if he/she fails to follow the above standards:

5. The following are mutually agreed upon actions to remedy this situation:

6. These matters will be reviewed periodically during the next ___ days.

Date:

Manager/Supervisor:

I understand this form will be placed in my personnel file. I have read the above statement and understand the standards and actions I am to achieve.

Date:

Employee Signature:

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