

Corrective Behavior Documentation

This is a verbal () first() second() third() discussion concerning behavior.

Name of Employee: _____

Specific Nature of Behavior: _____

Date: _____

Details of the behavior: _____

Impact of the behavior: _____

Employee summarized: yes() no()

Clarified: yes() no()

Action Plan: _____

Comments: _____

I acknowledge the above situation was discussed with my manager. The signature is not an admission of guilt but verification I have participated in the discussion documented above. I further acknowledge this notice will be entered in my personnel file.

Employee signature

Date

Manager's signature

Date