

## COUNSELING MEMO TEMPLATE

To:

From:

Date:

Subject:        Counseling Memorandum

The purpose of this memo is document the issue(s) discussed at our meeting today. In our meeting we discussed                    (example: your unsatisfactory performance of assigned duties).

**PROVIDE SPECIFIC INFORMATION HERE ABOUT DEFICIENCIES.** If the issue is attendance – give the dates when the employee arrived late or called off without notice. If the issue is unsatisfactory performance, describe the incident and what the employee did or failed to do. If the issue is disruptive behavior, describe the setting and what the employee said or did.

**PROVIDE INFORMATION ABOUT PRIOR DISCIPLINE ABOUT THIS ISSUE.** Indicate meetings you have had and/or training and coaching provided on these tasks, reminders provided, etc. You may want to cut and paste a specific section(s) from her position description into the memo that describe the job expectation that is not being met. Example: We talked about the importance of timely arrival on June 3 and I stated my expectation that you would arrive to work by 8:00 a.m.

The Standards of Conduct Policy #1.60 states the following expectation: Example: *Meet or exceed established job performance expectations.* Immediate, consistent, and sustained improvement is required in order to support the efficient operation of our department. Continued unsatisfactory work performance will be grounds for formal disciplinary action.

Below are recommended action steps to improve your performance in each area listed above:

1.        .
- 2.

If there is anything that I can do to assist you in making the necessary improvements, please let me know.

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Employee's Signature

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Supervisor's Signature

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Date

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Date

*Signing this form does not imply that you agree with the action taken, only that you are acknowledging receipt of this counseling memo.*

cc: Kathy Williamson, Employee Relations Manager