

## State Personnel System Employee Counseling Session

*At the supervisor's discretion, this form may be used to document an employee counseling session. When completed, the employee should receive a copy and the original form should be retained by the supervisor. The counseling session may be mentioned in the employee's performance appraisal; however, the form is not placed in the employee's official personnel file. If formal corrective or disciplinary action is appropriate, such as a letter of reprimand, do not use this form. Contact the agency Human Resources office for guidance if needed.*

<b>Employee's Name:</b> <input style="width: 90%;" type="text"/>	<b>Job Title:</b> <input style="width: 90%;" type="text"/>
<b>Supervisor's Name:</b> <input style="width: 90%;" type="text"/>	<b>Job Title:</b> <input style="width: 90%;" type="text"/>
<b>Date of Counseling:</b> <input style="width: 80%;" type="text"/>	
<b>Background</b> <i>Provide a brief summary of the issue(s) that led to this counseling session. If applicable, attach relevant documentation.</i>	
<b>Coaching/Direction</b> <i>Outline what the employee is expected to do in the future. If applicable, include time frames for required improvement and/or consequences of failure to comply.</i>	

# Employee Counseling Notes Template

**Lingjun Ying**



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