

Employee Counseling Form

Basic Information			
Employee Name	Job Title/Department	Employer	Manager/Supervisor Name
Incident Date/Time	Date of Counseling	Names of Others Present at Session	
Counseling Information			
Reason for Counseling			
☐ Tardiness or Absences	☐ Behaviour	☐ Inappropriate Conduct	
☐ Job Performance	☐ Safety Violation	☐ Violence	
☐ Failed to Report to Work	☐ Other:		
Description of Workplace Issue			
Summary of Corrective Plan of Action			
Employee Statement			
Follow-Up Date:			
Employee Signature	Date	Manager/Supervisor Signature	Date
Witness Signature	Date	HR Received	Date

Employee Counseling Notes Template

Richard Bailey

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the name Richard Bailey.

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