



COUNSELING CONFERENCE FORM

Team Member's Name: _____ Conference Date: _____

REASON FOR DISCUSSION:

- ☐ Absenteeism and/or tardiness
- ☐ Failure to follow instructions and/or procedures
- ☐ Poor job performance
- ☐ Other

DISCIPLINARY ACTION TAKEN:

- ☐ Warning
- ☐ Suspension
- ☐ Termination
- ☐ Other

Conference Details:

Team Member's Comments:

TEAM MEMBER'S SIGNATURE

SUPERVISOR'S SIGNATURE