



Employee Performance/Conduct Improvement Form

Name of Employee: _____ Date: _____

Primary Department and Supervisor: _____

Performance Minor Misconduct Major Misconduct Gross Misconduct

Basic Issue / Overall Concern: _____

Desired Performance: _____

Plan for Improvement: _____



Consequences (The logical consequences the individual will face if (s)he fails to correct:

Employee Comments: _____

Supervisor Comments: _____

Employee Signature

Date

Supervisor Signature

Date

5 Step Disciplinary Process

Informal Warning Date: _____

Verbal Warning Date: _____

Written Warning Date: _____

Final Warning DML Date: _____

Termination Date: _____

Supervisor: This completed form is to be submitted to HR.