**EMPLOYEE COUNSELING FORM**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Action Taken**

[ ]  Verbal Warning/Counseling

[ ]  Referral to Human Resources

|  |  |
| --- | --- |
| **Facts:** |  |
| Date/Time of Incident: |  |
| Type of Incident: |  |
| **Employee’s Explanation:** |  |
| **Employer’s Expectations:** |  |
| **Action Plan:**  |  |
| **Action Taken:**  |  |
| **Next Action Step:**  |  |

|  |  |  |
| --- | --- | --- |
| Supervisor signature |  | Date |
| Director of UF HR signature |  | Date |

 A copy of this form will be placed in the employee’s personnel file for reference

**Original:** UF Human Resources

**Copy:** Department Head

**Copy:** Supervisor

**Supervisor Instructions**

**Guidelines for using the Employee Counseling Form**

When documenting corrective action, it is helpful to adhere to the following guidelines:

* **Facts -** List only facts, not opinions. Give concrete examples, when possible, to document the incorrect behavior.
* **Objectives -** What is the desired outcome? What do you expect? You may want to cite a portion of the job description or a policy.
* **Solutions -** How do you suggest that the employee improves his or her performance? Does the employee have any suggestions? You may offer additional training, review of procedures, etc.
* **Action -** Tell the employee in writing that he or she is receiving a warning, recommendation for suspension, etc. and set a date to review his or her progress towards obtaining the goals set

**Directions for Submitting the Employee Counseling Form**

Please use additional forms if the employee has more than one area that needs improvement.

The supervisor should give a copy of the signed document to the employee, keep a copy for the department supervisor and send the original to the Director of Facilities Human Resources in a sealed envelope. The Employee Counseling Form will be placed in the personnel file.