

RECORD OF POOR PERFORMANCE OR MISCONDUCT

EMPLOYEE:

SUPERVISOR:

ISSUE(S) OF CONCERN TO BE MANAGED:

(Describe incidents of misconduct or poor performance, also other employees or customers involved.)

AGREED ACTIONS:

(e.g. training, performance and other agreed actions, include dates for these.)

Attach any supporting documents, letters etc.

SIGNATURES:

Employee and Supervisor/Manager

DATE: