**Performance Correction Document**

***Supervisor Instructions:*** *This form is to be used by Supervisors to document misconduct, attendance issues and basic performance deficiencies. This document should be reviewed and signed by the Employee, and then placed in the Employee’s departmental personnel file (consult HR when moving past a verbal warning).*

**A signed copy of completed document should be scanned and emailed to** mrobertson@se.edu

|  |  |
| --- | --- |
| **General Information** | |
| Employee Name: | Colleague ID# |
| Employee Job Title: | Employee Hire Date: |
| Date of Occurrence: | Department: |
| Supervisor Name: | Supervisor Colleague ID#: |
| **Description of Occurrence:** Performance/Conduct  Attendance  Place an “x” in the appropriate category above and provide a description of the occurrence. | |
|  | |
|  | |
| **Performance Expectations and Suggested Actions for Consideration** | |
|  | |
| **Coaching History (i.e., verbal discussions, coaching and feedback)** | |
|  | |
| **Discipline History** | |
| Check level of current discipline and insert date of previous discipline issued within the last 12 months (the University may skip any step depending on the nature and severity of the issue):  **Current Discipline Previous Discipline Date**  Verbal Warning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Written Warning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Final** Written Warning             \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Administrative Leave \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (subject to change)  Termination of Employment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Employee Comments** | |
|  | |
|  | |
|  | |
|  | |
| **Acknowledgements** | |
| I have discussed this Performance Correction Document with and provided a copy to the Employee.  Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I acknowledge that I have discussed these concerns with my supervisor and received a copy of this document. I understand the level of current discipline as noted above (Verbal Warning, Final Written Warning, Administrative Leave or Termination).  Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |