

## EMPLOYEE CORRECTIVE ACTION REPORT

<b>Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>Date</b> / /
<b>Office/Department</b>			<b>Employee Number</b>
<b>Job Title</b>			
This report has been prepared to advise you about specific attitude/behavior and/or performance problems, and to state the corrective action required to prevent recurrence. You are invited to make any relevant comments in the space provided for employee comments. This report will be made part of your personnel file.			
<b>Specific Problem(s): (Attach separate sheet if necessary)</b>			<b>Date of Problem</b> / /
<b>Corrective Action Required: (Attach separate sheet if necessary)</b>			
Disciplinary Action Taken: <input type="checkbox"/> None <input type="checkbox"/> Suspension for ____ Days <input type="checkbox"/> Final Warning <input type="checkbox"/> Termination (Date) ____/____/____ <input type="checkbox"/> Other _____			
Follow-up Review Dates    14 Days / /    30 Days / /    60 Days / /    90 Days / /			

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

<b>Employee Comments: (Attach a separate sheet if necessary)</b>
I have read this report and understand the problem(s) noted. If noted I also understand that I am expected to show significant improvement in these areas within the time frame noted in the "Follow-Up Review Dates" area. I am aware this report will become part of my personnel file.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

1 copy employee, 1 copy supervisor, 1 copy employee's personnel file