

 To:

 From:

 Subject: Performance Counseling Memo

 Date:

The purpose of this counseling memo is to inform you that your [performance] [attendance] [conduct] is unacceptable and must be corrected. Workplace deficiencies are as follows:

[Insert observed behaviors]

Your failure to meet expectations as stated above has resulted in [describe impact to department/team/performance].

You are expected to adhere to the standards of acceptable conduct as stated in Policy 1317 - Standards of Conduct and Performance for Classified Employees. Employees who contribute to the success of the university’s mission:

[Insert references from list of acceptable conduct]

[If applicable, include additional references: employee’s position description; departmental values; unit’s mission, vision and values]

You are an asset to your team and [Insert things employee is doing well/value to department]. Your individual success is important to me and certainly contributes to the overall success of this unit.

Moving forward, it is expected that you [Insert clear expectations].

Failure to demonstrate immediate and sustained improvement may result in further disciplinary action, up to and including termination.

Please be aware that you have access to the Employee Assistance Program. The direct phone number to the EAP is 1-855-223-9277. Please contact the Human Resources Benefits team with questions about this program or to seek other resources that may be available to you.

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Employee Signature Date

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Supervisor / Manager Signature Date