

T.A. Woods Company

Employee Intervention

Employee Name: _____

Department: _____

Conference Date: _____

Situation/Problem:

- _____ Attendance
- _____ Tardy/Early Quit
- _____ Inappropriate Behavior
- _____ Unsatisfactory Performance/Unsatisfactory Production
- _____ Damage/Misuse of Company Property
- _____ Violation of Company Policies/Procedures
- _____ Insubordination
- _____ Incomplete Task Performance/Follow-up
- _____ Other

Description of Situation/Problem:

Date of Incident: _____

Time of Incident: _____

Description:

Observed by: _____

Employee Statement:

I disagree with Employer's statement _____ I agree with Employer's statement _____

I have read and understand that this is an Employee Intervention. This is intended to help me correct a situation or problem prior to continued disciplinary procedures.

Employee: _____

Signature: _____

Date: _____

Supervisor/Manager: _____

Signature: _____

Date of Conference: _____