



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

Description of Situation/Problem:

Date of Incident: _____ Time of Incident: _____

Description:

Observed by: _____

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

Employee 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 the issuance of an Employee Warning.

Employee: _____
Signature: _____
Date: _____

Supervisor/Manager: _____
Signature: _____
Date of Conference: _____