□ Coaching Session □ Oral Reminder □ Written Reminder Title: Employee Name: Department: Supervisor Name/phone #: DOCUMENTATION OF CONCERN(S), ISSUE(S) OR INCIDENT(S) INVOLVING: Conduct or Behavior (Interpersonal Skills) Department or University Rules Safety or Work Environment Attendance – Dependability Customer Service — Other ____ Describe performance concern or issue (be specific, and include dates and examples): Concern / Issue / Incident Describe agreed upon solution(s) or course of action: Failure to resolve the issues could result in further disciplinary action up to and including a decision-making leave, demotion, and/or dismissal. Note follow-up review plan date(s), etc. Employee's Signature: Date: Supervisor's Signature Date: NOTE: Employee's signature indicates that this information has been discussed with the employee. It also acknowledges receipt of a copy of the coaching record. The employee may respond using the reverse side of this form.

This form documents the following:

EMPLOYEE CONFERENCE FORM

Distribution: (check all that apply):

Employee

Supervisor

Dept