### **Step 1 - Informal Counseling Memo**

DATE:

TO:

SUBJECT: **JOB PERFORMANCE & EXPECTATIONS**

This memorandum is a brief summary of our recent discussion of your job performance.

**Unsatisfactory Job Performance:**

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**Performance Expectations:**

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As reviewed and discussed today as per Medical Center Human Resources Policy No. 701, I expect immediate improvement in the above stated area. If I can be of any assistance, please do not hesitate to ask. If this job performance does not improve, you will be subject to progressive formal performance improvement counseling up to and including termination.

EMPLOYEE NAME (print): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** SUPERVISOR NAME (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emp. ID#: \_\_\_\_\_\_\_\_\_\_\_ Supervisor’s Emp. ID#: \_\_\_\_\_\_\_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SUPERVISOR SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_

(Your signature is intended only to acknowledge receipt of this notice. It does not imply agreement or disagreement with the notice itself. If you refuse to sign, your supervisor will initial the form indicating that you received a copy. )