
UNSATISFACTORY JOB PERFORMANCE DOCUMENTATION

(Manager or District Manager Only)

When defining a problem and concentrating on the solution, via the "Communication Slip," does not solve unsatisfactory job performance, use this form to document that unsatisfactory job performance, and set a probationary time schedule. This can be one week, or one month, depending upon the severity of the situation. Be sure to make it clear to the associate that if there is not improvement at the end of the probationary time termination will occur. Have the associate sign below. If they refuse to sign, document this fact.

PART I.

Document the poor job performance problem in clear professional terms: (What occurred, when, where, and how. Use and attach additional pages if necessary.)

PART II.

Plan to improve unsatisfactory job performance: (Use and attach additional pages if necessary.)

PART III.

Amount of verbal warnings, if any, given prior to Communication Slip: _____

Date of Communication Slip: _____

Probationary Time Begins: _____ Ends: _____

Manager's Signature: _____

Signature of Employee on Probation: _____

PART IV. (To be completed at the end of probationary time.)

Probation Review Date: _____

Job Performance Satisfactorily Improved: Yes _____ No _____

Decision to Terminate: Yes _____ No _____