

**Informal Employee Conference Record**

Type of Conference:**[ ]** Attendance **[ ]** Performance **[ ]** Misconduct

Employee: Insert name PeopleSoft ID: Insert ID

Job Title: Insert job title Hire Date: Insert date

Immediate Supervisor: Insert supervisor name Department: Insert dept.

Conference Date: Insert date of issuance

**PREVIOUS CORRECTIVE ACTION:** (*Include previous coaching(s), corrective action(s), and other documented discussions with employee*.)

**Facts:** *Describe what happened to cause you to take action (facts are objective statements about what you or others witnessed in relationship to the employee conduct). Describe what happened (why the person is receiving disciplinary action) in first person, the conference record is addressing the person receiving the disciplinary action and remember to include the employee side (their response).*

**Objectives: *(****Identify the type of improved behavior you expect the employee to exhibit and/or the change that needs to occur.)*

**Solution(s):** *(Outline suggestions to help the employee reach the objectives you have established. Include the employee’s commitment.)*

**Action(s):** *(Identify what corrective action you are taking now and what steps will be taken if the employee’s behavior does not change.)*

**Time Frame for Improvement:** Immediate/Custom Date **Follow-Up Date:** Ongoing/30 days/Custom Date

I acknowledge receipt of the above informal record. My signature does not necessarily indicate my agreement with this personnel action.

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Employee Signature Date Supervisor Signature Date