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Employee's Progressive Performance Review

Date:

Employee's Name:

Employee's Position:

Type of Action for this Discussion:

Oral Warning Written Warning Probation Suspension

Employer's view of the violation:

Employee's view of the violation:

Is the employee being placed on probation?

No Yes, until what date: ___/___/___

Is the employee being suspended?

No Yes, until what date: ___/___/___

What specific action steps have been agreed upon between the employee and supervisor to improve and/or resolve the violation? (action steps and date):

I have reviewed and discussed this performance violation with my supervisor and understand the terms listed above to correct my performance.

Employee's signature

Date

Employer's representative signature

Date

Signature of Human Resources witness

Date