## Suggested Checklist for Documenting Employees

Managers can use this checklist to document positive and negative actions and/or infractions by employees, regardless of the severity of the issue. Examples include when an employee's adverse action and/or infraction needs to be brought to their attention (i.e. violation of policy or procedure), has become repetitive, is serious enough to disrupt operations, and/or requires discipline or counseling. Using this checklist, managers can draft disciplinary documents, monitor concerns that may lead to or warrant progressive discipline, and maintain records that may aid in writing PDPs. At the same time, this checklist can be used to note exceptional performance by employees for recognition and/or inclusion in the PDP.

Import	ant Dates
	Current date
	Date management gained knowledge of action/incident
	Incident date and time
	Date(s) discussed with employee
Key In	<u>formation</u>
	Employee name
	Witness name(s)
	Summary and location of incident, include infraction and/or violation (i.e. policy, procedure, etc.)
	Who and how incident reported
	Employee's statement/reason for what occurred (if verbal, summarize; if written, attach)
	Effect/impact of employee's action(s) on business operations
Action	Taken (all related documents should be saved in the supervisor's working file)
	None
	Verbal Counseling
	Written Counseling*
	Written Reprimand*
	Suspension**
	Termination**
	Submitted for recognition (Employee of the Month, Year, etc.)*
	Written action(s) signed by recipient employee, retained and originals forwarded to HRS
	(Date:)
Maintai	ining Documentation
	Create unofficial/working file for each employee for copies of positive and negative documentation. Include customer service emails, notes, etc. and samples of the employee's work. Use the file to aid in the PDP.
*Items	marked with asterisks must be signed in acknowledgement by the employee and should be

forwarded to HRS, with copies retained in the employee's department

<sup>\*\*</sup>HRS should be consulted on all suspensions and terminations