

PERFORMANCE DOCUMENT

Name: _____ Team Member Number: _____
Position: _____ Property: _____
Issued By: _____ Title: _____

Type of Entry (Check Applicable Box):

<input type="checkbox"/> Documented Verbal Warning	<input type="checkbox"/> Suspension - Number of Days _____
<input type="checkbox"/> Written Warning	<input type="checkbox"/> Suspension Pending Investigation
<input type="checkbox"/> Final Written Warning	<input type="checkbox"/> Termination (complete fields below)
	Last Day Worked: _____ Term Date: _____

Nature of Entry (Check Applicable Box):

☐ Attendance ☐ Policy/Performance

Prior documentation (Dates and Infractions):

Violated standard of conduct. Please refer to the Employee Handbook for conduct standards:

Provide details and description of the infraction:

Describe corrective behavior and actions:

...

Team Member Comments:

Employee Signature _____ Date: _____

Supervisor Signature _____ Date: _____

Manager Signature _____ Date: _____