

Employee's Name:		Payroll ID #:	Date:
Position Title:		Category: ☐ ☐ Full Time Part Time	FLSA: ☐ ☐ Exempt Non-Exempt
Hire Date:	Length of Service:	Department:	Extension:
Manager's Name:		Title:	Extension:
Check One: Verbal Written Final			
A. Define the problem(s). To be a successful employee at NEST, both position-specific accountabilities (Job Basics – Attendance) and Core Competencies ("Service Orientation" and NEST Values" – Teamwork, Integrity, and Performance, and "Work Ethic") must be consistently demonstrated. Each NEST Employee must comply with all policies and procedures within the NEST Employee Handbook.			
B. Summarize previous discussions and/or warnings. All employees are required to sign documentation stating that they will abide by company policies and procedures. NAME has signed the "Acknowledgement of Receipt of the Employee Handbook" which states that the employee agrees to "adhere to the policies, provisions, and statements within the Handbook." Per new hire on boarding, expectations of employees and their status of employment (full time/part time) as well as the policies, procedures, and time and attendance expectations, are discussed in length.			
C. Specify behavior and/or performance expectation(s) required to correct the problem(s). Include time frames and measurable changes required, plans for monitoring progress, and means for providing feedback to the employee. (e.g. periodic meetings, feedback sessions). Specify the next follow up date. The expectations are as follows:			
D. State the consequences of continued failure to meet performance expectations (e.g. further disciplinary action, probation, termination).			
E. Employee's Response:			

This document will be placed in your personnel file. Please sign below to acknowledge that this problem was discussed with both parties and that you have received a copy of this form.

Signatures

 Manager / Supervisor

 Date

 Employee (does not imply agreement)

 Date

 Human Resources Manager

 Date

☐ Employee refused to sign