



# PERFORMANCE CORRECTION NOTICE

Employee Name:	
Department:	
Supervisor:	
Date Presented:	

Verbal Correction Date:			
Written Warning Date:			
Probation Start Date:		Probation End Date:	
Final Warning:			
Prior Notifications:			

Level:	Date:	Subject:
Verbal		
Written		
Probation		
Final Written		

Verbal Notice Comments:

Written Notice Comments:

Outcomes & Consequences:

Positive Outcomes:

Negative Consequences:	
Scheduled Review Date With Supervisor & HR:	
Employee Comments and/or Rebuttal:	
<b>Employee Signature</b>	<b>Date</b>

Employee Acknowledgment:

I have received a copy of this notification. It has been discussed with me, and I have been advised to take time to consider it before I sign it. I have freely chosen to agree to it, and I accept full responsibility for my actions. I understand that my position is now in jeopardy of being lost and that I must make substantial improvements in my performance in order to remain employed. By signing this, I commit to follow the College's standards of performance and conduct.

<b>Employee Signature</b>	<b>Date</b>
<b>Human Resources Signature</b>	<b>Date</b>
<b>Witness (If Employee Refuses to Sign)</b>	<b>Date</b>

Distribution of copies:

Employee                      Supervisor                      Department Head                      Human Resources