

COACHING/CORRECTIVE COMMUNICATION FORM



Employee Name

Today's Date

Department

Incident Date

Reason for Action

- |  |   |
|--|---|
| <input type="checkbox"/> Excessive Tardiness / Absenteeism | <input type="checkbox"/> Violation of Church Policy/Procedure |
| <input type="checkbox"/> Breach of Staff Accountabilities  | <input type="checkbox"/> Violation of Safety Standard         |
| <input type="checkbox"/> Unsatisfactory Work Performance   | <input type="checkbox"/> Violation of Core Values             |
| <input type="checkbox"/> Gross Misconduct                  | <input type="checkbox"/> Lack of Enthusiasm and or Engagement |

Other \_\_\_\_\_

Action Taken

- Verbal Correction  
 Written Correction  
 Suspension from \_\_\_\_\_ to \_\_\_\_\_ with or without pay (please circle)  
 Termination Date \_\_\_\_\_

Description of specific behavioral issue: Use back of form if more space is required.

Action Steps & Expected Improvement including a timeframe and next meeting date:

- Further violations will result in Disciplinary Action up to and including probation, suspension and/or possible termination.

Acknowledgement

I have read and understand this Corrective Communication Form and acknowledge that it is now a part of my permanent file.

Employee Signature \_\_\_\_\_ Date

Direct Report Signature \_\_\_\_\_ Date

Executive Director Signature \_\_\_\_\_ Date