

FEEDBACK PREP FORM

DOCUMENTED COUNSELING PREPARATION AND FOLLOW-UP TEMPLATE



Instructions for Use: Use template to prepare for difficult conversations. Collect evidence if possible. Listen to explanation by staff member. Provide clear expectations of behavior, cite organizational policy if appropriate. Provide consequence if behavior is continued. Make plans to meet again to provide updated feedback. Use this as a template to document your conversation to pr.

Date of discussion:
Date of discussion:

Staff Member:
Staff Member:

CONCERN
Summary:
Witnessed by?:

EXPECTATION
Staff is expected to:
Consequence if not met:

STAFF RESPONSE

FOLLOW-UP PLANS

This document serves as a template to guide an organized discussion with an employee. It does not replace policies from your organization. An HR Business Partner should be consulted if you need additional support. Copyright, 2019 Middlemanaged.com