**RECORD OF MEETING WITH EMPLOYEE**

 Date

Re: Record of meeting with employee name regarding brief description of issue such as ‘performance’ or ‘misconduct’

Today at time, I met with employee name. *OPTIONAL* Also present was insert names of any other people at the meeting.

During the meeting I detail what you said/advised/explained to employee.

Employee’s name said in response that insert details of what the employee said/advised/explained.

In order to assist employee’s name to improve their brief description of issue or write ‘performance’ or ‘conduct’ if relevant, I detail what steps you have taken or offered and any advice, deadlines, targets, expectations that you have set the employee for improvement.

Record any other details of the meeting that you have not yet written

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Signed** | **Print Name** | **Job Title** |
| **Manager** |  |  |  |
| **Employee** |  |  |  |
| **PLEASE FILE AND RETAIN ON THE EMPLOYEES PERSONNEL FILE** |