



**EMPLOYEE CONFERENCE DOCUMENTATION**

On this date: \_\_\_\_\_ I met with \_\_\_\_\_ to discuss the following:

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This is the first ( ), second ( ), third ( ) meeting with this employee concerning this or related matters. Specific account of actions:

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Corrective Action Plan:

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date