

## Progressive Counseling Form

Employee's Name:	Position:
Today's Date/Time:	<input type="checkbox"/> Verbal Warning (copy to file) <input type="checkbox"/> Written Warning (copy to file and employee)
Current behavior:	
Desired behavior:	
To correct the problem, employee offers to:	
The agreed upon solution is to:	
The consequences for not performing as agreed are:	
Additional comments:	
Employee's Signature	Manager's Signature