

## EMPLOYEE COMMENDATION/TRAINING/COUNSELING FORM

This form may be used for documentation of a commendation, a short training session on a specific topic, or to counsel with an employee regarding job performance to correct work related activities.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Remarks:

Employee Comments:

\_\_\_\_\_  
Supervisor Signature

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