

## **JOWDY PHOTOGRAPHY COUNSELING FORM**

Use this form to document constructive coaching for associate performance issues that violate established policy or procedure, and are not correctable via training. Verbal coaching on the issue(s) should generally occur at least twice before this step, based on the issue. Serious violations may warrant taking this step immediately, up to and including discharge.

Check One: 1 <sup>st</sup> Counseling	Suspension*	
2 <sup>nd</sup> Counseling	Termination*	
Final Counseling	* Office approval required	
Date(s) of prior counseling:		
ASSOCIATE NAME:	MANAGER NAME:	
LOCATION:	PRIMARY ROLE:	
ATTENDEES:	DATE OF COUNSELING SESSION:	
SPECIFIC PERFORMANCE CONCERNS: (Include dates of o	l ccurrence):	
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IMPROVEMENT REQUIRED, by WHAT DATE:		
IMI NOVEMENT REGUINED, BY WHAT DATE.		
SUPPORT MANAGEMENT WILL PROVIDE TO ASSIST ASSOCIATE IN MEETING PERFORMANCE STANDARDS:		
NEXT STEP IN PROCESS IF UNACCEPTABLE PERFORMANCE	CE CONTINUES:	
IF THERE IS A SUSPENSION, ENTER REASON(S). IF PEND	ING INVESTIGATION, EXPLAIN PURPOSE:	

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ASSOCIATE'S COMMENTS:			
SIGNED:	(Associate)	DATE:	
agrees with the contents.		counseling. It does not imply that the Ass	ociate
(Witness)	(date)		
SIGNED:	(Supervisor/Manager)		
	ources; CZZJWV)	_ DATE:	

<u>CORPORATE OFFICE</u>: Signed original goes to HR Manager to be placed in Associate's personnel file; Associate and manager each receive a copy of the signed form. <u>PROPERTIES/EVENTS</u>: Signed original goes in Associate's personnel file; Associate is given copy of signed form.

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