



University of Missouri – St. Louis

Probationary Counseling Preparation Form

Instructions: Use this form to document and administer formal and informal employee feedback such as identification, correction and prevention of performance and behavior issues. Employment with UMSL is at-will; the University reserves the right to discipline employees as indicated by policy. Certain misconduct can justify suspension, including immediate termination.

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| EMPLOYEE NAME: | | DEPARTMENT: | |
| JOB TITLE: | | SUPERVISOR NAME: | |
| UMSL HIRE DATE: | DEPARTMENT HIRE DATE: | DATE: | |
| INFRACTION: | | | |
| SPECIFIC INCIDENT PROMPTING THIS ACTION Describe the specific incident, the date and place of occurrence, and the individuals involved. Attach additional sheets as necessary: | | | |
| HOW DO YOU KNOW ABOUT IT? Do you know from: Personal observation? Report(s) from witness(es)? (If report from witnesses, list names.) Attach additional sheets as necessary: | | | |
| EFFECT (OR POTENTIAL EFFECT) Describe the effect this problem has had (1) on the department or University and (2) on the employee's performance. Attach additional sheets as necessary: | | | |
| HAS THE EMPLOYEE BEEN COUNSELED PREVIOUSLY? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list dates and reasons: | | | |
| OTHER COMMUNICATION: List other communications (with dates) which would have advised employee of rule or procedure which he/she violated. Attach additional sheets as necessary. | | | |
| ACTION PLAN (Include mutually agreed upon action plans and timelines for correcting the problem or concern and consequences if improvement does not occur. Attach additional sheets as necessary.): | | | |

ACTION STAGES - BEFORE ANY STAGE IS TAKEN, IT MUST BE DISCUSSED WITH HUMAN RESOURCES :

1st Stage: After discussion with HR, at the time of the counseling, was the employee advised that additional performance or other concerns

during the probationary period might result in termination of his/her employment? Yes No

Did employee read sign receive a copy of documentation of the counseling? Yes No

2nd Stage: DISCHARGE: After discussion with HR, employee has been given letter or memo clearly stating the effective date: _____

* **PROBATION EXTENSION:** Probation may be extended in some situations to a maximum of nine (9) months. Departments must discuss and receive approval from HR. The employee must then be notified in writing and a copy of the letter sent to HR.

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| EMPLOYEE COMMENTS (Present ideas for improvement and/or offer comments. Attach additional sheet if needed.): |
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| Supervisor (Signature Required): | Date: | HR (Upon Receipt): | Date: |
|---|-------|--------------------|-------|