



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.

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.

EMPLOYEE COMMENTS (Present ideas for improvement and/or offer comments. Attach additional sheet if needed.):

Supervisor (Signature Required):	Date:	HR (Upon Receipt):	Date:
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