



# MONTCLAIR STATE UNIVERSITY

## Employee Corrective Action Form

Employee Name:		Date:	
Job Title:		Supervisor:	
<b>Level of Corrective Action</b>			
<input type="checkbox"/> Verbal Warning/Counseling <input type="checkbox"/> Written Warning/Reprimand <input type="checkbox"/> Suspension <input type="checkbox"/> Termination			
<b>Facts:</b>			
Date/Time of Incident:			
Type of Incident:			
<b>Employee's Explanation:</b>			
<b>Expectations:</b>			
<b>Corrective Action Plan:</b>			
<b>Action Taken:</b>			
<b>Next Action Step If Issue Continues:</b>			
<p>I acknowledge receipt of this disciplinary action and that its contents have been discussed with me. I understand that my signature does not necessarily indicate agreement.</p>			
<b>Employee signature</b>			
<b>Supervisor signature</b>		<b>Date</b>	
<b>Director of HR signature</b>		<b>Date</b>	
A copy of this corrective action will be placed in your personnel file for reference.		<b>Date</b>	

# Supervisor Instructions

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## ***Guidelines for using the Corrective Action Form***

When documenting corrective action, it is helpful to adhere to the following guidelines:

- Facts - List only facts, not opinions. Give concrete examples, when possible, to document the incorrect behavior.
- Objectives - What is the desired outcome? What do you expect? You may want to cite a portion of the job description or a policy.
- Solutions - How do you suggest that he or she improves their performance? Does the employee have any suggestions? You may offer additional training, review of procedures, etc.
- Action - Tell the employee in writing that he or she is receiving a warning, suspension, etc. and set a date to review his or her progress towards obtaining the goals set

## ***Directions for Submitting the Corrective Action Form***

Please use additional forms if the employee has more than one area that needs improvement. The employee must sign the Corrective Action form to acknowledge receipt. If the employee refuses to sign, write “refused to sign” and sign your name as a witness.

The supervisor should give a copy of the signed document to the employee, keep a copy for the department supervisor and send the original to the Human Resources office (CO-316) in a sealed envelope. The Corrective Action will be placed in the personnel file.