Performance Counselling Meeting Template

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| **Employee Name:** |  | **Position:** |  |
| **Manager Name:** |  | **Position:** |  |
| **Location:** |  | **Date:** |  |

**Attendees: [Enter Manager Name and Employee Name**]

**Purpose of Meeting: [Enter Purpose]**

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| **Issue 1 – [Describe the issue e.g. three cash handling errors within the past two weeks]** |
| Employee response: |
| **Issue 2 – [Describe the issue e.g. overuse of facebook during work time]** |
| Employee response: |

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| **Issue 3 – [Describe the issue e.g. continually late by 15 mins]** |
| Employee response: |
| **Issue 4 – [Describe the issue e.g. swearing loudly with colleagues]** |
| Employee response: |
| **Issue 5 – [Describe the issue e.g. lack of accuracy with data entry]** |
| Employee response: |