

**EMPLOYEE CONFERENCE RECORD**

Type of Conference:  Attendance  Performance  Misconduct

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Employee: \_\_\_\_\_

PeopleSoft ID: \_\_\_\_\_

Job Title: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_

Conference Date: \_\_\_\_\_

Type of Action:  Written Reprimand  Final Reprimand or Suspension  Termination

**PREVIOUS CORRECTIVE ACTION:** *(Include previous coaching(s), corrective action(s), and other documented discussions with employee.)*

**FACTS:** *(Describe what happened to cause you to take action. Facts are objective statements about what you or others witnessed in relationship to the employee conduct. Facts include your conversation with the employee.)*

**OBJECTIVES:** *(Identify the type of improved behavior you expect the employee to exhibit and/or the change that needs to occur.)*

**SOLUTION(S):** *(Outline suggestions to help the employee reach the objectives you have established. Include the employee's commitment.)*

**ACTION(S):** *(Identify what corrective action you are taking now and what steps will be taken if the employee's behavior does not change.)*

**Time Frame for Improvement:** \_\_\_\_\_

**Follow-Up Date:** \_\_\_\_\_

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You may have the right to respond to this written reprimand in writing and/or appeal it in accordance with the University's employee grievance policy (MAPP 2.04.01).

I acknowledge receipt of the above written discipline. My signature does not necessarily indicate my agreement with this personnel action.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Leader Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Review

\_\_\_\_\_  
Date