MOUNT HOLYOKE

EMPLOYEE CONFERENCE FORM

To: Human Resources Department

From: _____

Circle One: First Notice
Second Notice
Third Notice

On _____, 20_____,

_____ was

- ☐ Counseled on
- ☐ Warned of
- ☐ Formally Warned of (Serious Offence)
- ☐ Other

The following specific concerns:

1. _____

   _____

   _____

2. _____

   _____

   _____

Additional Comments:

_____

_____

_____

If these deficiencies in performance are not rectified, other disciplinary action will result.

☐ FOR COLLEGE RECORDS ONLY ☐ PERMANENT EMPLOYEE FILE

I have read and understand this Conference Form. _____
Employee's Signature

Please indicate the performance of this employee since the conference and list your specific recommendations as to future action:

_____

_____

_____

☐ Terminate ☐ Retain

Supervisor's Signature _____ Date _____