

MOUNT HOLYOKE.

EMPLOYEE CONFERENCE FORM

To: Human Resources Department

Check One: First Notice
 Second Notice
 Third Notice

From: _____

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 _____