Universal Partner Corrective Action Form

Library of Code

Section A: Partner Information

Name: Department:

Discord ID: Division (if applicable):

Title/Position: Direct Manager:

Section B: Performed Actions

☐ Coaching

☐ Written Warning   ☐ Suspension:

☐ Final Warning   ☐ Termination

Section C: Explanations

Check the following reason(s) for corrective action and then complete 1 & 2.

☐ Unsatisfactory Performance

☐ Unapproved Leave/Absences   ☐ Violation of code or policy

☐ Insubordination   ☐ Other:

1: REASON FOR ACTION: Describe the specific problem or the incident; include dates where applicable.

2: CORRECTIVE ACTION REQ.: Describe corrective action the employee must take to correct the problem; include time frame for improvement, if appropriate.

Section D: Involved Parties & Authorizations

Date: Employee Comments:

Managers: Please add this form to the partner's HRMS entry for finalization. If your department or division policy dictates multiple managerial approvals for this corrective action to be approved, please receive signatures from all applicable approvers before finalizing into the HRMS. This corrective action form is not considered valid and may not be executed unless all approvers sign the document and the partner is notified of the corrective action. Applicable indirect, borrowed, or resource/POC supervisor/managers may be signed in the 3rd field if applicable.

X_____   _____
Partner's Signature   *Partner's Title/Position*

X_____   _____
Manager's Signature   *Manager's Title/Position*

X_____   _____
Next-level Manager's Signature   *Next-level Manager's Title/Position*