Employee Follow Up Report

Whenever you follow up after a confrontation/intervention with an employee, use a copy of this form to document the meeting.

| Employee Name: | |
|--|-------|
| Date: | Time: |
| Location: | , |
| Job performance since last meeting: | |
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| Supervisor recommendations: | |
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| Status of process / next follow up date: | |
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| | |
| Comments: | |
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