

## MAINTAINING EFFECTIVE DISCIPLINE (1000)

(September 1988)

Employee Name \_\_\_\_\_

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

STEPS		DATE
1.	Employee informed of unit rules of conduct.	_____
2.	Employee provided with and instructed in expected job performance (or performance appraisal).	_____
3.	Observation of employee performance and self discipline.	_____
4.	Informal counseling.	_____
5.	Formulate written standard and inform employee.	_____
6.	Repeat informal counseling as necessary. Write a record of the discussion, including employee comments, and the expected standard required.	_____
7.	If improvement is needed, write a rough draft of a corrective interview memo. Include the following: <ul style="list-style-type: none"><li>• What the standards are.</li><li>• How the employee failed to meet them.</li><li>• In what areas the employee will be required to improve.</li><li>• What help will be provided.</li><li>• Time frame.</li><li>• What disciplinary action may be taken.</li></ul>	_____
8.	Discuss the draft with your supervisor or Administrative Officer.	_____
9.	Discuss corrective interview memo draft with employee.	_____
10.	Give final corrective interview memo to employee.	_____
11.	Follow through on improvement schedule; training.	_____

12. Follow-up discussions after corrective interview memo issued every two to three weeks to discuss overall progress and write summaries of discussions. \_\_\_\_\_

13. Decide course of action and give employee a memo explaining action: \_\_\_\_\_

- Improvement satisfactory (no further action) \_\_\_\_\_

- Improvement marginal (extend corrective interview memo time frames) \_\_\_\_\_

- Failure to improve (details, names, dates, places) \_\_\_\_\_

- Other (specify) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

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

[\(see Table of Contents\)](#)