# **Corrective Action Form**

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| **Employee Name:**  | **Date:** |
| **Job Title:**   | **Supervisor:**  |
| **Level of Action:** [ ]  Counseling | [ ]  Written Warning |
| **Type of Infraction:** (please check all boxes that apply) [ ]  Kean University Policy/Procedure Violation[ ]  Substandard Performance[ ]  Other:  | [ ]  Behavior/Conduct Infraction [ ]  Excessive Absenteeism and/or Tardiness |
| Facts of the Incident & Supporting Details \*Include the following information: Date, Time, Location, Persons Involved, Witnesses, and Organizational Impact, if any.  |
|  |
| Expectation\*Outline your future expectations and the specific corrective action(s) required to rectify the issue going forward.  |
|  |
| Meeting Outcome\*Include the date of the meeting with the employee & their explanation (if any).  |
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### I noted your concerns but reiterated that your behavior/performance was unacceptable and cannot reoccur. Should you fail to demonstrate immediate and sustained improvement, you may be subject to additional corrective and/or disciplinary action.

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| --- | --- |
| Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature confirms receipt **only**) | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# **Instructions for the Completion & Submission of Form**

Corrective action is used to notify an employee of substandard behavior or performance. The corrective action process is separate from a performance evaluation or improvement plan, but can be used in combination with either of those actions in order to help an employee achieve success in their role. Corrective action is intended to be rehabilitative, providing an opportunity for the employee to correct behavior and improve performance as required. Corrective action is also an important component of the progressive disciplinary process.

Step One:

* Populate all required fields
* Determine the Level of Action – please consult with the Office of Human Resources if you are unsure which action should be taken.
* Provide all relevant facts concerning the incident or infraction, including specific details.
* Attach any relevant documentation to support your conclusion. This can include examples of the performance or behavior; relevant policy/procedures; etc.
* Identify the proper conduct you expect from the employee going forward. Identify any specific strategies necessary to achieve the desired outcome.

Step Two:

* Schedule a meeting to present the Corrective Action form to the employee.
* Review the form and include details from your meeting with the employee on the form. Note the employee’s comments or the fact that they declined to comment.
* Ensure that the employee is aware that reoccurring conduct of this kind could lead to formal disciplinary action if not rectified.
* Both parties should sign the form. If the employee refuses to sign, please write “Employee Refused to Sign.”

Step Three:

* Once the form has been provided to the employee and signed, a copy should be provided to the employee.
* The completed form should be scanned and forwarded to Human Resources for record keeping. Please send the completed form to EmpRelations@kean.edu.