

STATE UNIVERSITY OF NEW YORK AT GENESEO
CLASSIFIED SERVICE EMPLOYEES
COUNSELING MEMORANDUM

TO: _____

Formal counseling is intended to be a constructive process to assist employees to identify, discuss, and remedy aspects of their job performance which need improvement. Noted below are job performance problems, which have been discussed with you and which require your immediate attention. Failure to correct them may lead to disciplinary action.

Date & Location: _____

Present: _____

Previous Counseling for Similar Problems

JOB PERFORMANCE PROBLEMS AND EXPECTATIONS FOR IMPROVEMENT:

- 1.

- 2.

- 3.

Review/Follow-Up Meeting Date: _____

EMPLOYEE RESPONSE OR COMMENT:

I have read and discussed this memorandum with my supervisor. My signature does not necessarily represent my agreement.

Employee's Signature Date

Supervisor's Signature Date

Original: Employee
Copy to:
Immediate Supervisor(s) _____
Department Head _____
Personnel File