

EMPLOYEE COUNSELING RECORD

The LSU cares about your career success and an opportunity for improvement has been identified in the area(s) of:

Completion of job duties

Behavioral conduct

Description of Event
Your Role in the Event
What is Expected in the Future
Resources to Support You

Please keep in mind that you may be subject to disciplinary action should the concern(s) outlined above be repeated; or should you fail to sustain improvements.

Your signature below acknowledges receipt and understanding of this notice.

Print Employee Name

Print Supervisor Name

Employee Signature

Supervisor Signature

Date

Date