Intermountain Natural History Association

Counseling Memorandum

Counseling is not a disciplinary action. This memorandum serves to document management efforts to provide guidance in interpretation of Position Descriptions and to clarify expectations of job performance.

Employee name: _____ Date: _____

Areas of Concern: _____

_____

_____

_____.

Expectations: _____

_____

_____

_____.

Assistance Provided/ Recommendations for Improvement: _____

_____

_____

_____.

Summary of Employee Reaction/Response: _____

_____

_____

_____.

_____ _____

Employee Signature Date Program Manager Date

[Signature indicates receipt only]

Rev. 03/2012