



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

## Record of Verbal Counseling

Name: \_\_\_\_\_

Date: \_\_\_\_\_

The Record of Verbal Counseling serves as an opportunity to provide the student with a verbal notice to correct an action prior to anything appearing in their personnel file. Student's not showing improvement in the action will receive a written warning letter to be placed in their personnel file at the Student Employment Office, followed by potential termination.

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|---|--|
| <input type="checkbox"/> Excessive Absence  | <input type="checkbox"/> Harassment  |
| <input type="checkbox"/> Tardiness  | <input type="checkbox"/> Failure to call office when not reporting to work |
| <input type="checkbox"/> Failure to complete timesheet                            | <input type="checkbox"/> Violation of confidentiality                      |
| <input type="checkbox"/> Failure to properly clock in and out (timesheet)         | <input type="checkbox"/> Failure to complete assigned task                 |
| <input type="checkbox"/> Inconsistency in time worked and time enter on timesheet | <input type="checkbox"/> Violation of dress code                           |
| <input type="checkbox"/> Failure to follow instructions                           | <input type="checkbox"/> Insubordination                                   |
| <input type="checkbox"/> Failure to adhere to deadline(s)                         | <input type="checkbox"/> Unwillingness to be a team player                 |
|   | <input type="checkbox"/> Other   |

### Summary of violation

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### Summary of corrective plan of action

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Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_