

Employee Consultation Form

EMPLOYEE INFORMATION

EMPLOYEE NAME: _____

RANK: _____

STORE MANAGER: _____

HIRE DATE: _____

TODAY'S DATE: _____

STORE #: _____

CONSULTATION INFORMATION

Reason for Consultation: _____

EMPLOYEE REACTION / ATTITUDE

Employee's Reaction: _____

MANAGER RECOMMENDATION / FOLLOW-UP ACTION

Large empty rectangular box for Manager's Recommendation / Follow-up Action.

Consultation sent to Assistant V.P.?

Employee's Signature

Manager's Signature