Performance Critique

Type of Critique	Previous Critique
Verbal_____	Verbal_____
Written_____	Written_____

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Employee Name Client Site Critique Date

Reason For Critique_____

Substandard Work_____ **Violation of Policy/Procedure**_____

Absenteeism_____ **Conduct**_____

Tardiness_____ **Other**_____

Attitude_____ **Insubordination**_____

Management Comments: (Include steps employee must take to improve, time allotted for improvement, and stipulation for a reoccurrence of the violation.)

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Employee Signature Management Signature Date

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Witness Signature