



"your workforce management & staffing experts"

**Employee Verbal Counseling Form**

Employee Name: Meer Akway

Date: 10/4/2023

Department: Packout

Indicate if:  Coaching/Counseling Session  Verbal Reprimand

Summary of incident and/or reason for warning or counseling: On the day of our hearing tests Meer neglected to report to the floor and wait to be relieved for her test. Instead she sat outside and waited for an opening which was outside her scheduled timeframe. This caused problems with our predetermined schedule which was set up specifically for those who needed an interpreter.

Summary of corrective action needed: For future onsite events Meer needs to report to the floor unless otherwise told by a superior. She will need to wait to leave until relieved and return promptly after said event is completed.

It is expected that the condition noted above will be corrected immediately. In the event this condition is not corrected, or another offense occurs, you will be subject to further disciplinary action, up to and including termination.

Employee Signature  Date 10/5/2023

(Your signature is intended only to acknowledge receipt of the notice; it does not imply agreement or disagreement with the notice itself.)

Manager Signature  Date 10-5-2023