



Employee Verbal Counseling Form

Employee Name: Nura Rashid

Date: 5-23-17

Department: IQF-Packout

Place of Incident: N/A

Indicate if: Coaching/Counseling Session Verbal Reprimand


Summary of incident and/or reason for warning or counseling: Nura needs to work on increasing her speed on the line. She needs to learn to work in a more efficient manner to make sure production is at full capacity. By not working at top speed, it is affecting overall performance and other co-workers are forced to pick up the slack.
Gum Chewing or food of any kind is prohibited on the production floor.

Summary of corrective action needed: Increase speed to maintain top productivity. If you are having difficulties with the job, please ask for assistance. We want you to understand the importance of everyone working together to get the job done efficiently.

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 5-23-17

(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 5-23-17