



Employee Verbal Counseling Form

Employee Name: Vincent Thompson

Date: May 17, 2017

Department: IQF

Indicate if: Coaching/Counseling Session Verbal Reprimand

Summary of incident and/or reason for warning or counseling: Vincent needs to learn all aspects of the job. He needs to be able to help out wherever needed and complete the task from beginning to end without complaining. He must understand that he cannot just put stickers on the boxes all day. If he is asked to palletize, he must do so.

Summary of corrective action needed: Vincent must show that he is interested in learning all aspects of the job and make an effort to be a team player.

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 [Signature] Date 5-17-17

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

Manager Signature Nim Rausel Date 5/16/17