

Northwestern Oklahoma State University

Counseling Report

To: _____

From: _____

Date: _____

This counseling report is submitted as a result of continued unsatisfactory job performance following oral and written directions to improve job performance.

A. Explanation of the problem or deficiency (*attach additional sheets if necessary*):

B. Explanation of required corrective action and timetable to reach satisfactory performance (*failure to meet this requirement may result in a recommendation to terminate employment*):

Employee Signature: _____

Supervisor Signature: _____