

McLaren Print System Order

Order No: 44813 Reprint Previous Order No: 6173
Order Date: 2019-04-23
User: Stephanie Kennedy
Phone: 810-487-3500

Ship Location: McLaren Flushing CMC
2487 N Elms Rd
Flushing, MI 48433,

Forms

Quantity: 100
Paragon Dept No: 63600
Dept Name: 63600
Company Number: 60

Order Total Price: 18.95

Item Number: M-10075
Item Description: Corrective Action Counseling Program Documentation of Corrective Action
Revision Date: 2/2012
Print: 1 sided black and white
Paper: 3 Part (White, Yellow, Pink)
Size: 8.5 x 11
Fold:
Finish:
Drill:
Misc Info:

McLAREN FLINT
Flint, Michigan
CORRECTIVE ACTION COUNSELING PROGRAM
Documentation of Corrective Action
Employee Name, Title, Department, Job Title, Hire Date, Today's Date, Employee's Immediate Supervisor, Position Counseling Date, Reason for Corrective Action, Supervisor/Manager explanation of policy violation which supports documentation if applicable, Employee response/explanation, Corrective Action Taken, Step 1 - Verbal Warning, Step 2 - Written Warning, Step 3 - Suspension, Step 4 - Termination, EMPLOYEE SIGNATURE and DATE, SUPERVISOR SIGNATURE and DATE, DEPARTMENT DIRECTOR/VP and DATE, HUMAN RESOURCES and DATE, Manager please indicate if employee declines signature