

## T.A. Woods Company Employee Intervention

Employee Name:	
Department: C	onference Date:
Situation/Problem:	
Attendance	
Tardy/Early Quit	
Inappropriate Behavior	
Unsatisfactory Performance/Unsatis	sfactory Production
Damage/Misuse of Company Prope	rty
Violation of Company Policies/Proc	
Insubordination	
Incomplete Task Performance/Follo	ow-up
Description of Situation/Problem:	
Date of Incident:	Time of Incident:
Description:	
Observed by:	
I agree with Employer's statement	I disagree with Employer's statement
Init	ials Initials
<b>Employee Statement:</b>	
	is an Employee Intervention. This is intended to help me to the issuance of an Employee Warning.
Employee:	
Signature:	
Date:	
Supervisor/Manager:	
Signature:	
Date of Conference:	
	<del></del>