# T.A. Woods Company Employee Intervention

Employee Name:_____

Department:_____ Conference Date:_____

____Situation/Problem:
____Attendance
____Tardy/Early Quit
____Inappropriate Behavior
____Unsatisfactory Performance/Unsatisfactory Production
____Damage/Misuse of Company Property
____Violation of Company Policies/Procedures
____Insubordination
____Incomplete Task Performance/Follow-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_____
Initials Initials

**Employee Statement:**

_____
_____
_____

**I have read and understand that this is an Employee Intervention. This is intended to help me correct a situation or problem prior to the issuance of an Employee Warning.**

**Employee:** _____
**Signature:** _____
**Date:** _____

**Supervisor/Manager:** _____
**Signature:** _____
**Date of Conference:** _____