

# Choices In Community, Inc.

## Performance Improvement Process

### VERBAL WARNING

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

#### **RE: VERBAL WARNING**

Your performance as a Residential Specialist for \_\_\_\_\_ (program) is below acceptable levels as it relates to \_\_\_\_\_. As a result, you are receiving a verbal warning.

The purpose of this warning is to ensure that you and I both come away with clear and like expectations for your performance moving forward.

The verbal warning does not prohibit you from transferring to other programs or applying for internal positions.

To improve your performance to acceptable levels, you must immediately:

Address appropriate areas or unique performance concerns discussed

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Your performance will be reviewed in an ongoing basis to ensure appropriate progress is being made and sustained. If progress is not immediate, consistent and sustained, the next step in the performance improvement process may be utilized.

I am committed to working with you and providing you with necessary feedback. However, it is your reasonability to notify me of any concerns you might have regarding these issues.

I have read and understand the content of this memo. My signature below only acknowledges understanding and confirmation of a verbal warning. Your signature does not necessarily indicate agreement.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

CC: Human Resources

