

**Dougherty County School System
Human Resources Department
Verbal Warning Form**

The purpose of this form is to document a "Verbal Warning" given to an employee by a supervisor. A Verbal Warning is administered when the supervisor talks to an employee about unsatisfactory performance. The Verbal Warning conversation with an employee must include:

- A description of the unsatisfactory behavior or performance which led to the verbal warning;
- Specific examples of the unsatisfactory behavior or performance;
- A description of the behavior that is expected from the employee;
- The time frame for which the behavior must improve (not less than one month);
- An explanation that, if all conditions are not met, the employee will be subject to further corrective actions;
- An explanation that, if all conditions are not met, the employee will no longer be on verbal warning.

After the Verbal Warning has been administered, document it by answering the following questions:

Employee Name (print): _____ Location: _____
Supervisor: _____ Today's Date: _____

Describe in detail examples of the employee's unsatisfactory behavior or performance. Include dates and times of occurrence, specific quotes and any witness:

When was this discussed with the employee?

How did the employee respond to being told he/she was receiving a Verbal Warning?

Describe the solutions or agreements discussed by you and the employee:

What time period was given to correct the problem? What follow-up date was set? When will the Verbal Warning period end?

Immediate Supervisor's Signature (required):	_____	Date:	_____
Principal/Director's Signature (required):	_____	Date:	_____
Employee's Signature (required):	_____	Date:	_____
Human Resources Director Signature (required):	_____	Date:	_____