



MANAGER'S CHECKLIST FOR FINAL DISCIPLINE	
<i>Complete prior to decision.</i>	
Employee's Name:	Date:
Time With Organization:	Department:
<b>PROBLEM:</b>	
Employee(s) involved.	
Details of what happened.	
How did it happen?	
Specific facts to be considered (no opinions).	
Did you give the employee a chance to tell his/her side of the story? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Explain.	
Was your interview with the employee in private? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was the employee aware of the rule, procedure, or policy being breached? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was the rule published in writing and disseminated to all employees? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have written confirmation of receipt of that communication? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Explain how the rule has been enforced in the past.	
What changes in behavior needed to be made?	



Have past changes affected current situations? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain.
What is the employee's past record?
Can you back up this record with facts? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did the employee have any previous warning(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Has this violation been previously overlooked? <input type="checkbox"/> Yes <input type="checkbox"/> No
According to policy, what is appropriate and justifiable discipline? <input type="checkbox"/> Verbal warning <input type="checkbox"/> Written warning <input type="checkbox"/> Placed on probation/suspension <input type="checkbox"/> Discharge
In your opinion, could corrective action prevent a recurrence and encourage better performance? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did you check with any/all of the following before taking disciplinary action? <input type="checkbox"/> Your Manager <input type="checkbox"/> Human Resources <input type="checkbox"/> Other _____
<b>FUTURE ACTION</b>
Is any follow-up action necessary? How do you plan to monitor?
Have you recorded this incident and put a copy in the employee's personnel file? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you allowed the employee to impart a rebuttal? <input type="checkbox"/> Yes <input type="checkbox"/> No

For a free 30-minute consultation on conducting and documenting a final disciplinary coaching session, [click here](#).