

EMPLOYEE CONTACT REPORT

Employee:	Date:
Department:	Shift / Assignment:

TYPE OF CONCERN OR PRAISE	Attendance	Carelessness	Disobedience
	Safety	Tardiness	Work Quality
	Judgment	Attitude	Dependability
	Interpersonal Skills	Personal Appearance	Critical Effectiveness
	Other:		

DETAILS OF CONCERN OR PRAISE	Date:	Time:	Place:
	Explanation:		

EMPLOYEE RESPONSE	Statement of Employee's Response:
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COMPANY COMMENTS	Comments:
Date:	

Document Prepared By:	Date:
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