



AUBURN
HUMAN RESOURCES

Corrective Action Report

This form is used as a guide for the supervisor when documenting issues that need attention under the provisions of the University Progressive Disciplinary Procedures. When completed, it serves as a written record of corrective action taken against an employee for violation of one or more University rules or for poor job performance. See Auburn University Progressive Disciplinary Procedures for details on how to complete this report.

Employee Information

Today's Date:	Purpose of Conference:
Employee's Name:	Employee ID:
Job Title:	Department:
Date and Time of Incident:	Supervisor's Name:

Type of Warning

Click the appropriate Check Box to select which Reprimand applies.

Verbal Reprimand (Do not forward to Human Resources)

Written Formal Reprimand

Written Final Reprimand

Suspension:

- Start Date: End Date: Number of Days:
- With Pay Without Pay

Recommendation for Termination (Pending approval from the Appropriate Administrator)

- Effective Date:

Dates of prior reports, if any, in the last six months:



AUBURN
HUMAN RESOURCES

What happened (Be Specific)

Empty text box for describing what happened.

What is planned to correct or eliminate the problem?

Empty text box for describing planned corrective actions.

Consequences of Further Infractions

Empty text box for describing consequences of further infractions.



AUBURN
HUMAN RESOURCES

Employee Action

I hereby acknowledge that the contents of this Corrective Action Report have been reviewed with me. (If you wish to make any comment regarding this Corrective Action Report, please do so in the space below.)

Acknowledgement of Receipt of Warnings

The employee's signature indicates he/she has seen this report. The signature does not necessarily indicate agreement.

Employee Signature:

Date:

Supervisor Signature:

Date:

Dept. Head/Director/Dean Signature:

Date:

HRL Signature:

Date:

A copy of this report shall be given to the employee and one copy should be forwarded to Human Resources.