



SAINT LOUIS  
UNIVERSITY

**STAFF PRE-COUNSELING CONFERENCE**

Today's Date:

Employee Name:

Banner ID:

Department:

Position:

Department Phone:

Employee E-mail:

Supervisor Name:

Supervisor Phone:

Before implementing any performance management actions, supervisors should meet with the employee for a Pre-Counseling Meeting and complete this form. The purpose of the Staff Pre-Counseling Meeting is to document performance concerns or policy violations that have been discussed with the employee and to ensure that an employee receives an opportunity to present information and facts, and is not wrongfully counseled.

**Current Performance Management Issue:**

Description of performance management issue or policy violation:

Summary of Employee Response to the Pre-Counseling Meeting:

Outcome/Comments:

**Action(s) Taken:**

Outcome of Pre-Counseling Conference:

Pre-Counseling Conference only    Written warning    Final warning    Suspension

If it is determined that further performance management action should be taken, please attach this form to a Performance Improvement Memorandum.

Employee Comments (a separate sheet may be attached, not required):

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_

Date: \_\_\_\_\_

- Employee signature confirms receipt only and does not imply agreement.