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**EAD WORKSHEET**

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**Employee:**

**Supervisor:**

**Discussion Date:**

**Type of Problem:**             Attendance                             Performance                             Conduct / Safety  
 Performance Improvement Discussion     Reminder 1     Reminder 2     Decision Making Leave

**Date(s) of previous discussion about the problem:** \_\_\_\_\_

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**TO BE COMPLETED BY SUPERVISOR PRIOR TO MEETING:**

**Supervisor Analysis of Issues:**

*(questions supervisor should consider before proceeding with discipline; may not be applicable for discipline as a result of an investigation)*

- Did the employee clearly understand the rule or policy that was violated?
- Did the employee know in advance that such conduct would be subject to disciplinary action?
- Was the rule violated reasonable to the safe, efficient and orderly operation of the business?
- Is there substantial evidence that the employee actually did violate the rule?
- Is the action planned reasonably related to the seriousness of the offense, the employee's record with the organization, and to action taken with other employees who have committed a similar offense?

**Basic Issue / Overall Concern:**

**Desired Performance:**

**Actual Performance:**

**Impact:** *(the good business reasons why the problem must be solved)*

**Consequences:** *(the logical consequences the individual will face if situation not corrected –  
NOTE: if the employee still does not agree, mandate performance)*

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