University of Houston Clear Lake

INFORMAL EMPLOYEE CONFERENCE RECORD

REASON FOR CONFERENCE: ☐ Attendance ☐ Performance ☐ Misconduct

Employee: _____

PeopleSoft ID: _____

Job Title: _____

Hire Date: _____

Supervisor: _____

Conference Date: _____

PREVIOUS CORRECTIVE ACTION:

FACTS:

OBJECTIVE(S):

SOLUTION(S):

ACTION(S):

Time Frame for Improvement: _____   **Follow-Up Date:** _____

I acknowledge receipt of the above informal record. My signature does not necessarily indicate my agreement with this personnel action.

_____   _____
Employee Signature   Date   Supervisor Signature   Date