

**Verbal Directive/Written Summary**

(Retain in Employee File at School/Department Level)

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| Verbal Directive Given To: | | | Click here to enter text. | | | | |
|  | | | | | | | |
| Employee Status: Temporary At Will Provisional Career | | | | | | | |
|  | | | | | | | |
| Is Employee on Probation? Yes No | | | | | | | |
|  | | | | | | | |
| Verbal Directive Given By: | | Click here to enter text. | | | | Date | Click here to enter date. |
|  | | | | | | | |
| Problem Leading to Verbal Directive: | | | | |  | | |
| Click here to enter text. | | | | | | | |
|  |  | | | | | | |
| Verbal Directive: |  | | | | | | |
| Click here to enter text. | | | | | | | |
|  | | | |  | | | |
| Employee Reaction to Directive: | | | |  | | | |
| Click here to enter text. | | | | | | | |
| (No Signature Necessary) | | | | | | | |