

**Verbal Directive/Written Summary**

(Retain in Employee File at School/Department Level)

|  |  |
| --- | --- |
| 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) |