



Barry-Lawrence Regional Library

DISCIPLINARY FORM

MEMO FOR UNSATISFACTORY PERFORMANCE

TO:

FROM:

DATE:

The position of (job title) _____ requires staff to perform at a minimal skill level (specify in terms of what is necessary to perform the job adequately):

Your performance has not met these expectations in the following way(s) (provide details):

To help you I am providing the following special coaching and work in the following areas:

Employee Signature and Date

Supervisor Signature and Date

