

## How do I Write up, Commend or Counsel an employee?

- Open IAuditor App, [www.safetyculture.com](http://www.safetyculture.com)
- Log into IAuditor with your specific username and password.
- Go to templates folder and search for HR: Employee Observation Report.
- Once you find it click on start inspection.
- Follow Instructions given above the boxes to fill in specific data for that box.
- Once filled out click on complete, it will save your report and then you can export it to pdf or word file. Your completed form should look like the example below.
- The supervisor must fill it out, then talk to the employee and have them sign it. Then it is emailed to the employee, HR, Vice president of Operations and Director of Education and Loss prevention.



# HR: Employee Observation and Action Report

John Doe

Complete

Failed items	Created actions
<b>0</b>	<b>0</b>
Site	
Test	
Enter the Name of the Employee	
John Doe	
Conducted on	
📅 23rd Apr, 2020 ⌚ 11:32 AM MDT	
Prepared by	
Chaitanya Bhavsar	
Location	
361 Inverness Dr S Suite B, Englewood, CO 80112, USA (39.5586395, -104.8639907)	

## Audit

I have made the following observation:

Write your observation about the employee. Either an issue or an accomplishment.

E.g: John Doe is performing well in his work and successfully completed the project beforehand and got a good bonus to the company for early completion.

Add a drawing here to help explain the situation if needed.

Unanswered

← You can attach a drawing here for better explanation

Add pictures here to help explain the situation if needed

Unanswered

← You can attach a Picture here for better explanation

I have spoke with the employee and we discussed the following:

This is a great accomplishment and we have discussed with the employee about how to maintain the same level of effort and guide/lead other employees in the same direction.

List any follow actions for the employee or the supervisor:

Maintain the same level of effort

Document how he achieved it and make it available to the company

This report will become a part of the employees permanent record. The employee may request a copy of this report from Human Resources.

Supervisors Nameand Signature

James Brown

23rd Apr, 2020 11:53 AM MDT

The supervisor must sign this document.

JamesB

← Add your e-signature

Employees Name and Signature

John Doe

23rd Apr, 2020 11:54 AM MDT

If the employee refuse to sign the document, please explain here why they would not sign the document.

Unanswered

← If the employee refuses to sign then add a reason why he/she didn't sign

Check one of the below boxes.

This report is a commendation concerning extra efforts or accomplishments by the employee and will be placed in the employees personnel file.

This report is a counseling report. The issue(s) listed below need to be addressed by the employee. Disciplinary action including but not limited to suspension, pay decrease, demotion or termination may result as a consequence of this report or continued failure by the employee to correct the issues listed.

← If this is a commendation report check this box.

← If this is a counseling report check this box.