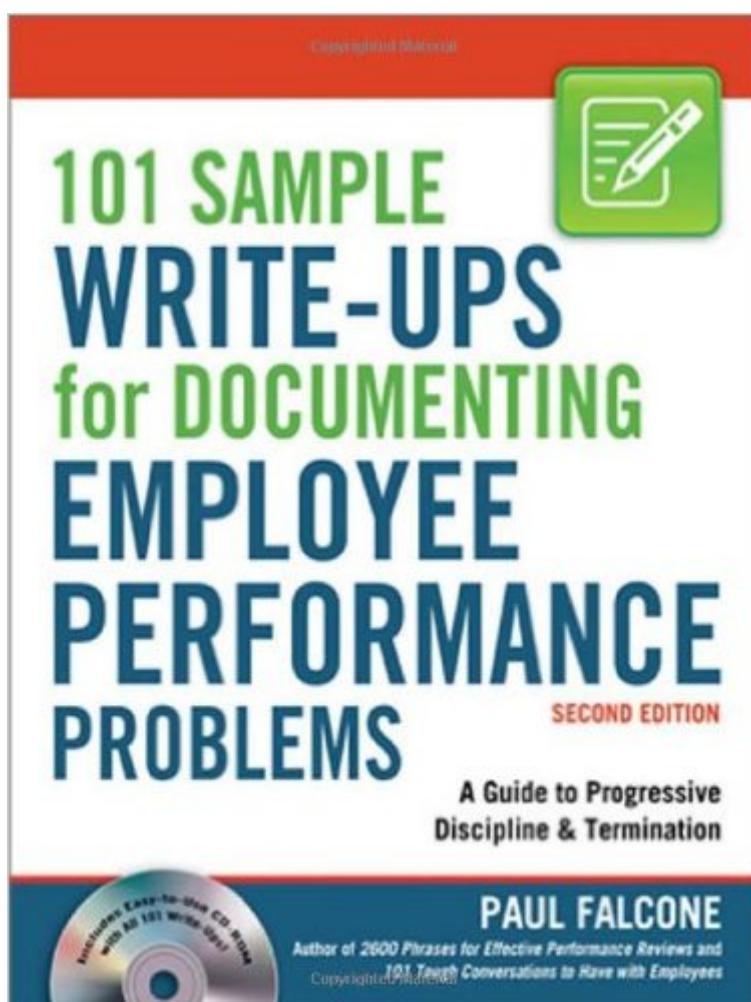


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# 101 Sample Write-Ups For Documenting Employee Performance Problems: A Guide To Progressive Discipline & Termination



## **Synopsis**

There's no escaping problem employees. But with 101 prewritten disciplinary write-ups at a manager's fingertips, there is a way to escape the headaches, anxiety, and potential legal trouble of performance review or counseling sessions. Completely updated and covering the latest developments in employment law, the second edition of 101 Sample Write-Ups for Documenting Employee Performance Problems explains the disciplinary process from beginning to end and provides ready-to-use model documents--in print and on disk--that eliminate the stress and second-guessing about what to do and say. Expertly written, the write-ups cover every kind of problem--substandard work quality, absenteeism, insubordination, e-mail misuse, sexual harassment, drug or alcohol abuse, and more. Readers will also find new information on laying the ground work for a tidy dismissal; tying progressive discipline to annual performance reviews; formally addressing intermittent FMLA abuse; ways to avoid drafting documentation that could later be used against their company; and much more.

## **Book Information**

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## **Customer Reviews**

A long-term problem employee was transferred to my department. I'd seen other two other supervisors repeatedly get intimidated by her, and the HR dept. ignore the entire situation. A friend recommended this book to me, and WOW what a help! The author gave me verbiage for the disciplinary conversations I had to have with my employee, showed me how to document her poor performance, and the attorney who eventually reviewed the file at HR's request gave me an "A". The new HR person who took over right as the employee was resigning (on the verge of being

terminated), said the written warnings were the best she had ever seen. Disciplining this employee was a very difficult, emotional process, but I felt confident that I was doing the right thing for my company, and legally was protected because this book took me step by step through it all.

I liked Paul Falcone's emphasis on the objective of a disciplinary system, i.e. "to create and maintain a productive and responsive workforce..." I wish I'd read this book before one of my employees brought a gun to work...and almost didn't get fired because I had not documented his previous acts of intimidation. Falcone urges us (and explicitly tells us how to) write up work place problems in such a fashion that adequately documents subpar performance, and encourages the employee to rehabilitate himself or herself. NOTE: I see that other reviewers emphasized the sample letters and diskette, so I'd just like to add that Falcone's introductory chapters are also very informative and lucidly written. He tells you why and how you can treat a subpar employee fairly and thus keep your corporation from having to hire back the employees that you eventually had to fire.

This book is a lifesaver, especially since all the write ups are on diskette. It really gives a detailed outline of how someone is to be disciplined. From the outlines in the book it gives detailed step by step instructions on how to document employee performance issues. I'm glad I bought the book.

This book will answer all your questions when documenting performance issues. There is a sample for every situation. If you're a manager, you'd be a fool not to own this book!

I ordered this book along with 101 Tough Conversations by the same author. Both of these books have been helpful in having tough conversations and for documenting our performance improvement plans. Some more experienced managers still liked the detail where the newer managers really were able to get a lot out of this.

There's a reason why this book makes the bestseller list with the Society for Human Resource Management year after year. It's the only book of its kind, and the samples are the star of the show. The author teaches the rules for narrative writing in the book's introduction, and the "expectations" and "consequences" language in the samples can then be cut and pasted right into the corrective action draft that you're writing. This book makes the progressive discipline process very user friendly -- something that, if done well, can help your company tremendously but, if done wrong, can be very damaging. Your company and defense attorneys will be very impressed by your corrective

action writing skills if you follow its guidelines and borrow from its templates.

This book is a great guide for new supervisors who work with difficult employees. It takes you through how to document a variety of employee problems -- from disciplinary problems to unsatisfactory performance problems. Without accurate and detailed documentation, it's very difficult to suspend or terminate an employee.

As a manager of a new, small organization, we had no real procedures to document and follow for disciplining under-performing employees. This book gave me a good outline of the steps to follow and some of the theory behind the steps. It also provides many sample write-ups for a variety of situations. It is not by any means a "5-course dinner" on progressive discipline, but it will give you a good basic foundation from which to start--especially if are in immediate need for something to hold you over until you can invest the time and money in setting up a more in-depth process. As another reviewer has written, best to consult an HR expert for the details, especially those particular gray areas you may encounter. Also, I find this a good companion to the performance appraisal book by Dick Grote entitled "The Performance Appraisal Question and Answer Book". In fact, I would consider both these books as a small business manager's "starter set" for HR basics.

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