

Recommended Questions:

Is Corrective Action an appropriate next step?

- ▶ How serious is the problem?
- ▶ Does the situation warrant discipline?
- ▶ Is the employee aware of the expectation or rule?
- ▶ Has adequate coaching and training been provided?
- ▶ What is the employee's past record?
- ▶ How long has employee been with the company?
- ▶ What is the time span between actions?
- ▶ What action has been taken in the past for similar issues?
- ▶ Am I treating the employee consistently compared to others?
- ▶ Are there any extenuating circumstances?
- ▶ Are there alternatives?
- ▶ Have I gathered all the facts?