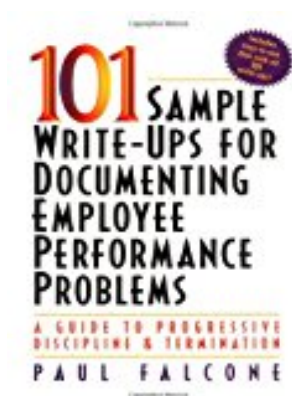


# [PDF] 101 Sample Write-Ups For Documenting Employee Performance Problems

Paul Falcone - pdf download free book

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**Books Details:**

Title: 101 Sample Write-Ups for Docu  
Author: Paul Falcone  
Released: 1998-12-07  
Language:  
Pages: 370  
ISBN: 0814479774  
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ASIN: 0814479774

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**Description:**

**Review**

"In 101 Sample Write-Ups for Documenting Employee Performance Problems, the author, Paul Falcone, a human resource executive, covers everything from disciplining probationary employees to

how to communicate senior-level firings. It even comes with a CD-ROM that includes all the sample forms. obviously, managers will want to run these by their company's lawyers before doing anything, but it seems like a solid place to start." -- Paul Brown's Tool Kit column in The New York Times

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"101 Sample Write-Ups may be the only resource you'll need. When you feel you need to document an employee's actions (or inactions), turn to this great tool."

— Legal Management

## Book Description

"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.

These ready-to-go documents eliminate the fretful second-guessing about what to do and how to say it. Expertly written, they cover every kind of problem: substandard work quality, absenteeism, insubordination, sexual harassment, e-mail misuse, and more. In addition, readers will find a complete explanation of the entire disciplinary process and (as a last resort) 18 sample termination letters.

The disciplinary process outlined here is not about punishing employees into submission. Rather, it focuses on easing tension, opening up bilateral communications, and providing helpful direction on turning problem performance into positive output. It's a complete toolkit for handling disciplinary problems in a fair, responsible, and legally defensible way."

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