

Texas Department of Criminal Justice

PERS 181 Counseling

Notice to Employee: This counseling session is not a disciplinary action. It is an effort to address work performance or conduct that can be improved. If you would like to provide additional comments regarding this counseling session, please submit them in writing to your conduct assessor within seven calendar days of the session.

Employee Information			
Printed Name	Payee ID Number	Job Title	Unit/Division
Conduct Assessor Information			
Printed Name:		Job Title:	
Counseling Session		Location:	
Reasons for Counseling: <input type="checkbox"/> Unacceptable Performance <input type="checkbox"/> Misconduct Possible Policy Violation:			
Observed or Reported Behavior/Incident - Detailed description of the behavior or performance issue.			
Impact - Explanation of how the behavior or incident affected the agency.			
Employee's Perspective - Summary of the employee's explanation or perspective.			
Alignment - Guidance and feedback provided to help align the employee's perspective with department and agency goals.			
Employee Acknowledgement		Signature	Date
Conduct Assessor Acknowledgement		Signature	Date