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A Guidebook
for Management
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²May also include a Performance Improvement Plan (PIP) as appropriate

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   2 May also include a Performance Improvement Plan (PIP) as appropriate

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Appendix 5  Copies of the following are included in the appropriate sections and on the Zone under Manager Tools – “Counseling and Corrective Action.”

A. Optional Manager Log (Usage may be required depending on location)
B. Blank Goodman Corrective Action Report
C. Sample warnings (one of which also includes a combination Written Warning and Performance Improvement Plan (PIP)
D. Blank Performance Improvement Plan (PIP)
E. Pre-termination Checklist
F. Sample termination request memo to Mark Clark
G. Goodman’s SOP for Handling Unemployment Claims. Includes sample supporting letter from HBP to unemployment agency claims handling firm (Basis comes from termination request memo to Mark Clark, Director, HR
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