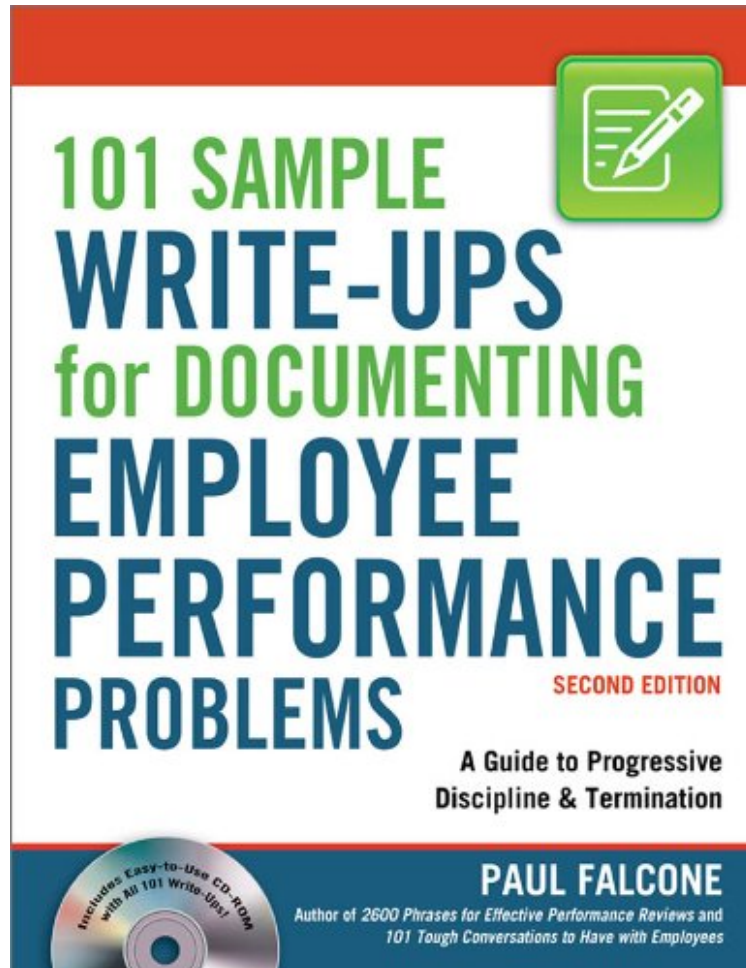


# 101 Sample Write-Ups for Documenting Employee Performance Problems

Paul FALCONE

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**Paul FALCONE : 101 Sample Write-Ups for Documenting Employee Performance Problems** before purchasing it in order to gauge whether or not it would be worth my time, and all praised 101 Sample Write-Ups for Documenting Employee Performance Problems:

6 of 6 people found the following review helpful. Incredibly Helpful, Robust Resource By kmy02000 This book is amazing. I'm a new manager with less experience than most supervisors in employee relations and corrective action. This book has been an invaluable resource because it clearly explains the philosophy behind the progressive corrective action process, relevant examples of how to write the documentation, and walks you through the process from start to finish. Almost every situation imaginable is included, including examples of how to proceed when the person who came before you did not do as neat of a job as you would have liked. Most of all, the conversational tone makes the book easy and enjoyable to read and the write-ups fair but firm. 6 of 6 people found the following review helpful.

DMVMTBy DMVMTThis 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.0 of 0 people found the following review helpful. I will recommend this Book to any HR Generalist as a must ...By Shelly-ann WilliamsI purchased. this text as a guide and I found it to be a real help. I will recommend this Book to any HR Generalist as a must have tool in their office

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 groundwork 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. There is perhaps no more dreaded managerial task than communicating with an employee about a disciplinary problem, but this one-of-a-kind guide helps managers handle any scenario fairly, constructively, and, most importantly—legally.

Paul Falcone's books are real and applicable to the everyday life of Human Resources. They are for the front-line managers on how to lead effectively. PeopleG2 From the Back Cover There is perhaps no more dreaded managerial task than communicating with an employee about a disciplinary problem. But when performance problems become apparent, you can't just ignore them. You need to deal with them head-on. Not sure of the best way to handle a particular situation? Turn to 101 Sample Write-Ups for Documenting Employee Performance Problems: A Guide to Progressive Discipline Termination. Now completely revised and updated, the book has been the trusted resource for managers for more than a decade. Expertly written, the guidebook covers dozens of problems likely to occur in the workplace, from substandard work quality, absenteeism, and poor attitude to sexual harassment, insubordination, and more. Among the new write-ups found in this edition of the highly popular reference guide are how to deal with such problems as: • Politically incorrect behavior • Lack of leadership or trust • Failure to communicate upward and/or follow through • Lack of teamwork • Use of Internet pornography • Managerial misconduct and retaliation • Failure to disclose a conflict of interest or personal relationship • Violation of intellectual property rights This completely updated edition also includes an appendix on SOX requirements and samples of how to deal with intermittent FMLA abuse. Because writing someone up doesn't always result in a correction of the problem at hand, readers will also find creative alternatives to formal disciplinary warnings that will help turn around those flying "just below the radar." There are 18 sample termination letters included. Also inside: advice for tying progressive discipline to annual performance reviews; ways to avoid drafting documentation that could later be used against your company; summary dismissals; and much more. The book isn't merely a reference, but a resource that managers can turn to any time they need to generate a corrective action notice. All 101 samples in the book are easily accessible for viewing via the companion CD-ROM and can be downloaded and customized with minimal effort. Simply put, you'll no longer have to guess at what verbiage you should include in a write-up. This one-of-a-kind guide helps managers handle any scenario fairly, constructively, and—most importantly—legally. Paul Falcone is Vice President of Employee Relations at Time Warner Cable in Los Angeles and was formerly Vice President of Human Resources at Nickelodeon. He is the author of 2600 Phrases for Effective Performance s, 101 Tough Conversations to Have with Employees, 96 Great Interview Questions to Ask Before You Hire, The Hiring and Firing Question and Answer Book, and Productive Performance Appraisals. Falcone is also a longtime contributor to HR Magazine and a nationally recognized speaker on hiring and performance management. About the Author Paul Falcone is a human resources executive and has held senior-level positions with Nickelodeon, Paramount Pictures, and Time Warner. He is the author of several bestselling books, including 101 Sample Write-Ups for Documenting Employee Performance Problems, 101 Tough Conversations to Have with Employees, and 2600 Phrases for Setting Effective Performance Goals. He is a long-time contributor to HR Magazine. Visit him at [www.PaulFalconeHR.com](http://www.PaulFalconeHR.com).