

## In the event of a potential issue...

### TELL IT LIKE IT IS

Give on-going clear direction and feedback and have open lines of communication.

### WARN THE EMPLOYEE

Let employee know consequences for poor performance.

### USE THE ANNUAL PERFORMANCE EVALUATIONS SYSTEM

Do timely plans and evaluations with specific expectations and standards. Be consistent with disciplinary actions. Do regular interim evaluations on employees with continual problems.

### NIP IT IN THE BUD

Intervene early to correct problems when they first occur.

### WRITE IT DOWN

(And date it) if it is not documented, it's hard to show it happened.

## When evaluating a course of action carefully consider...

### REMEMBER OUR MISSION AND GOALS

Always assess what the consequences of the behavior are or could be for your employees.

### WHAT DID YOU DO BEFORE

Consider the University history and precedents for the treatment of the same problem with employees who have a similar work history.

### LET THE PUNISHMENT FIT THE CRIME

Always consider the nature of the offense before determining the appropriate level of discipline.

## When you decide to take action...

### CALL US EARLY

Consult with Human Resources before situations get out of control.

### BE THOROUGH

Be sure to discover all the facts before acting. Get written statements from witnesses (if needed).

### DO IT PROMPTLY

Use progressive discipline when appropriate; move through the process quickly if expectations are not met after adequate opportunity to correct behavior has been given.

### BE AWARE

Consistently follow up on directive and instructions and monitor behavior of employees