Record of Secretarial Correction

Last name	Po	osition	Employee №	•••••
First name	Depar	rtment	Incident №	•••••
Summarise the	behaviour that required	correction (tick all that ap	ply):	
□ Tardiness	□ Misconduct	☐ Breach of contract	☐ Unauthorised activ	rity
□ Rudeness	□ Disobedience	☐ Underachievement	☐ Inappropriate cond	luct
□ Fussiness	\Box Code violation	☐ Dereliction of duty	☐ Substandard perfor	rmance
□ Negligence	☐ Procrastination	☐ Inattention to detail	☐ Managerial dissatis	sfaction
□ Inadequacy	\square Insubordination	☐ Misuse of resources	\Box Failure to follow p	rocedure
Detail the behav	viour that required corre	ection (continue on a separ	ate sheet if required):	
Detail the corre	ction required (continue	e on a separate sheet if req	ıired):	
☐ The correction	on was preventative	☐ The correction was re	etrospective	
To be completed	d by the secretary:			
-		ired correction and accept t	this correction with than	nks.
		print name	signature	/ / date
To be completed	d by the secretary's sup	erior:		
I confirm that th	ne required correction h	as been completed to my s	atisfaction.	
		-		/ /
			signature	date
			Jigiididic	uutt