

**WRITTEN CONFERENCE REPORT**

Employee Name: \_\_\_\_\_

Classification: \_\_\_\_\_

Conference Date \_\_\_\_\_ Time (from) \_\_\_\_\_ Time (to) \_\_\_\_\_ Room \_\_\_\_\_

Present at Conference (Include Name and Title)

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Incident(s) Leading to Conference (include dates, times, if relevant):

Employee's Response (Employee may wish to attach comments):

Outcome of Conference, Decisions Reached, Recommendations:

Signature of Person Giving Conference: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that this conference has been an unofficial discussion and that it will not become part of my permanent Personnel file. However, this report will become part of my departmental file. I also understand that by signing this form, I am acknowledging only that the discussion transpired and am not necessarily agreeing or disagreeing with the comments expressed.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

*\* Witness required only if the employee refuses to sign the report*