



EMPLOYEE ATTENDANCE INTERVIEW REPORT

The following is a record of the interview conducted with the employee which is to be kept in the personnel file.

Name: _____ **Date:** _____

Department: _____

Check all that Apply (attach copy of attendance record)

- Excessive Absenteeism Pattern of Absenteeism Reasons for Absenteeism
 Tardiness Other: _____

To be completed by Immediate Supervisor

Comments:

Plan for Improvement:

Consequences of Further Infractions:

Signature of Immediate Supervisor

Date

To be Completed by Employee

Comments:

By signing this form you confirm that you understand the information discussed with you:

Signature of Employee

Date

Adoption Date: August 25/14

Revision Date: October 26/16