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# San Manuel University

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## **HR Essentials: Corrective Action Process**

Participant Guide

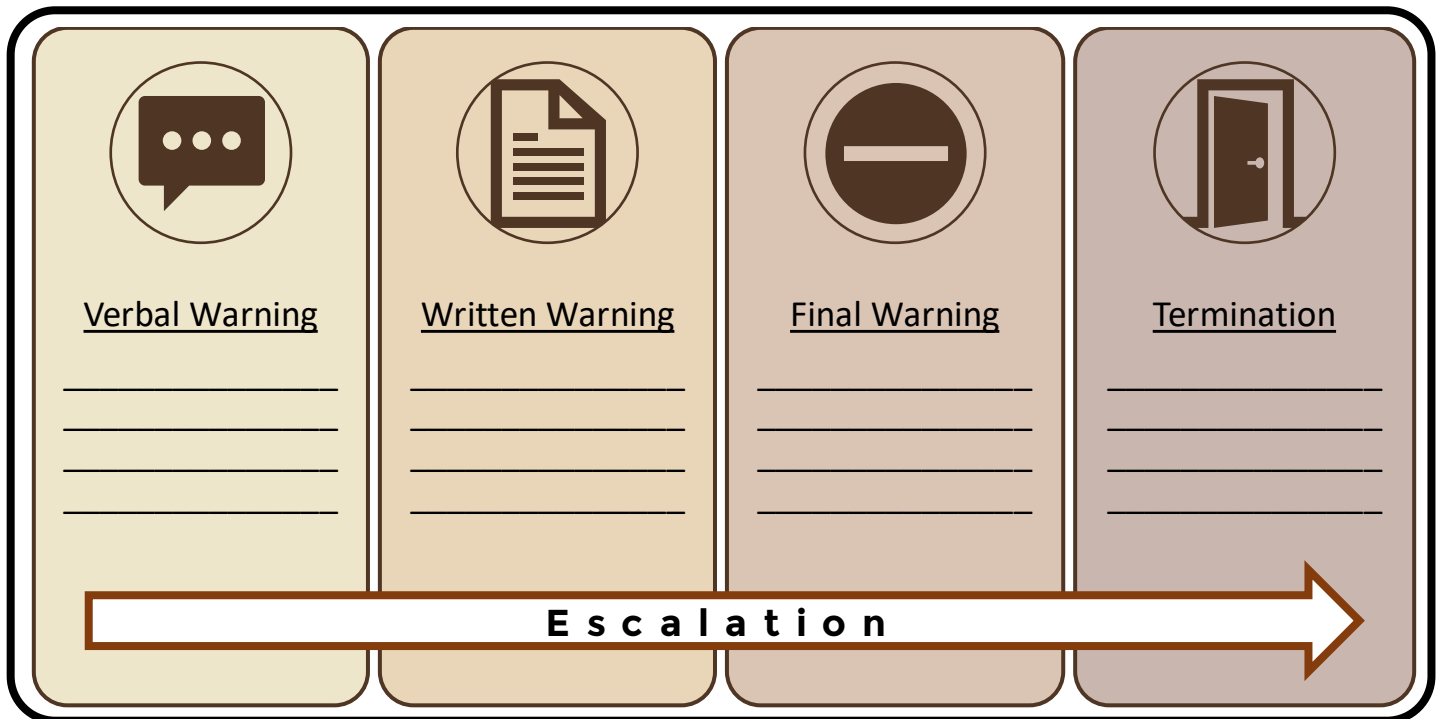


# THE CORRECTIVE ACTION PROCESS

## The Corrective Action Process Overview

### The Role and Importance of Feedback

### Official Options in the Process



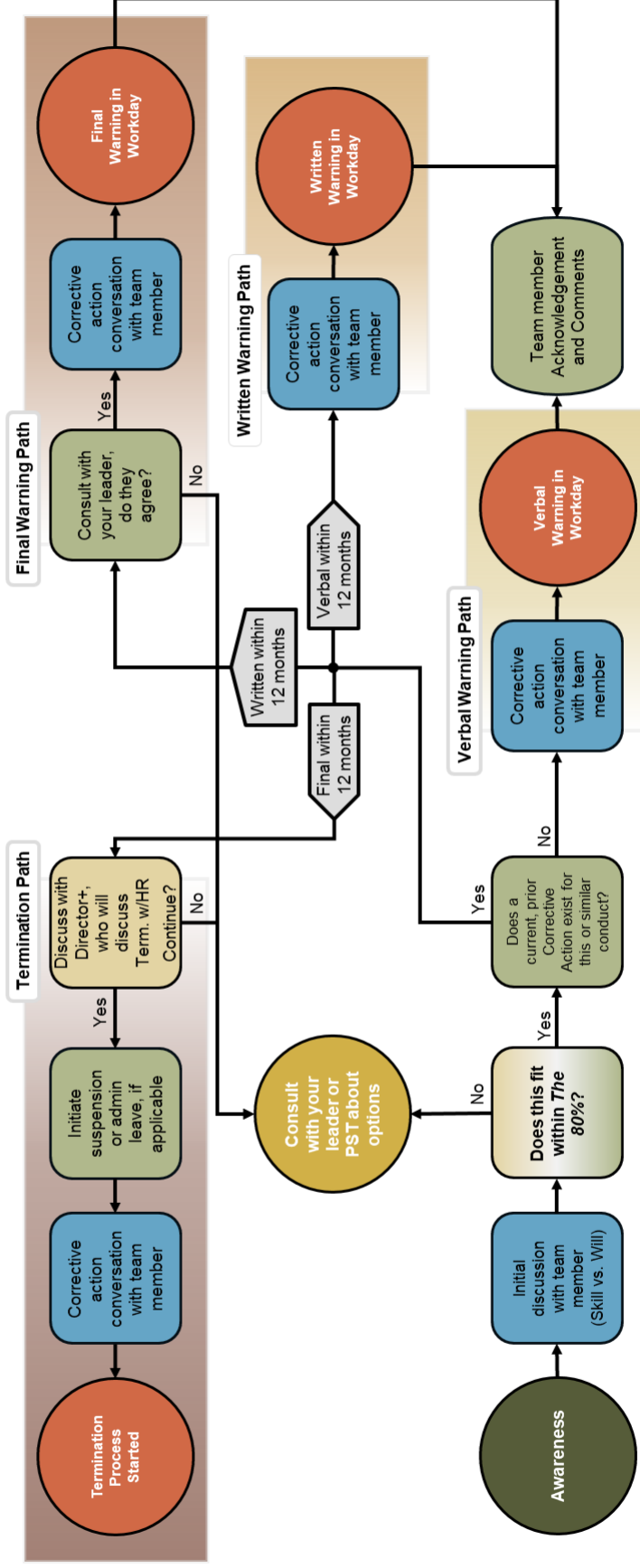
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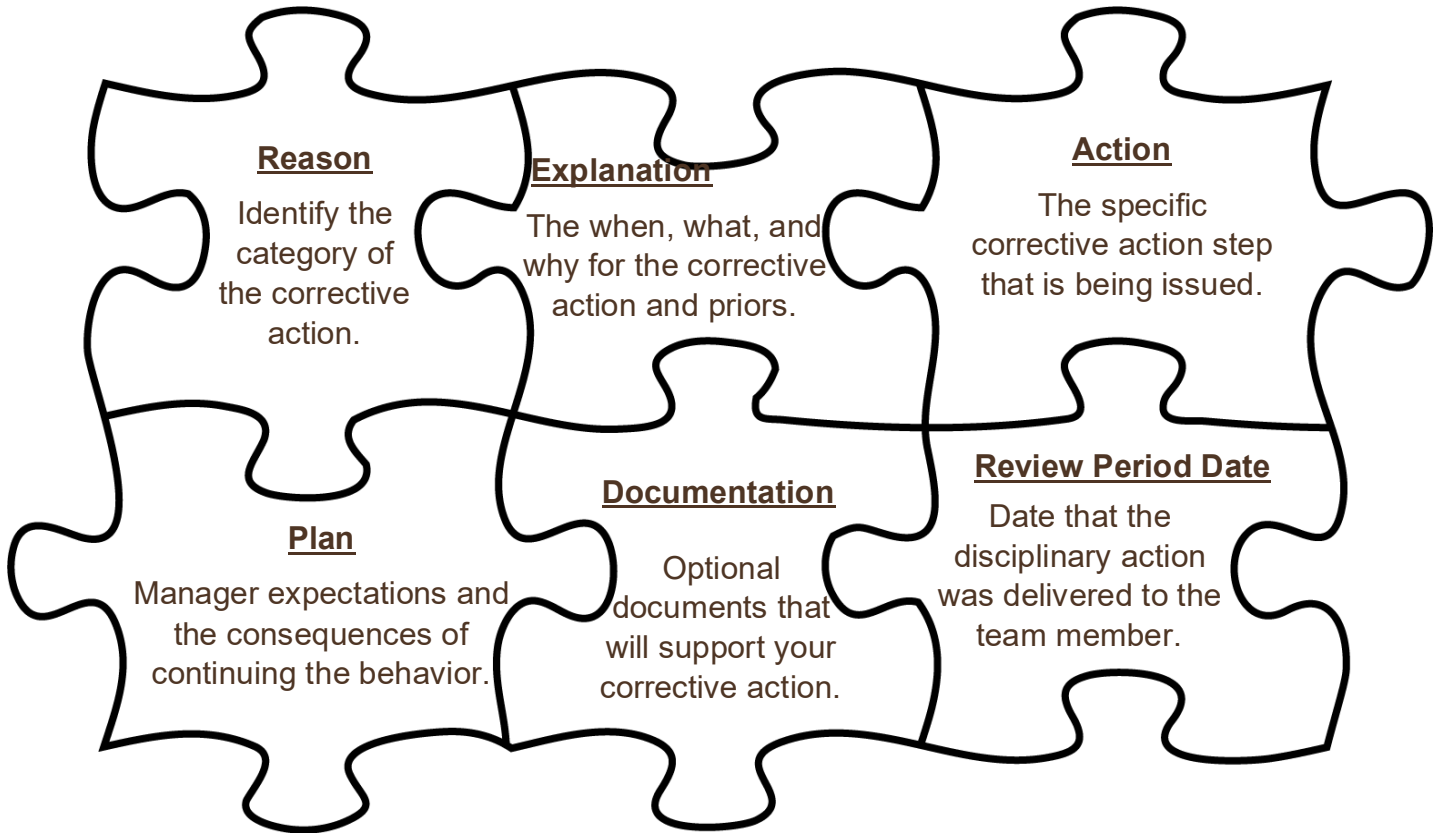
# Corrective Action Process Flowchart



# DRAFTING

## CORRECTIVE ACTION

### The Corrective Action Puzzle



### Doing an Example Together

Below is an example situation we'll break into puzzle pieces together.

*On July 11<sup>th</sup>, Joan arrived to work with a wrinkled pants and jacket. Joan had a previous verbal warning for having wrinkled pants and a missing name tag on June 1<sup>st</sup>. Due to her previous verbal warning being so soon, Joan was given a written warning. To prevent additional corrective action, Joan is advised to make sure her uniform is clean, complete, and free of wrinkles.*

## Workday Disciplinary Action Form

Review Period Start:

Review Period End:

Disciplinary Action Reason(s) (Circle):

Attendance	Conduct	Drugs/Alcohol	Gaming	Performance
Personal Appearance	Policy/Procedure	Safety	Theft	

Explanation of Violation:

Corrective Disciplinary Action:

Corrective Action Plan:

Supporting Documents: