******30 DAY CORRECTIVE ACTION
PLAN TEMPLATE – SAMPLE**

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| GOAL The ideal outcome of the problem being addressed. | Step 1 |
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| Employee will start every shift at their scheduled time. “On time” is defined as present and logged in within two minutes of the start of the scheduled shift.  |
| ACTION ITEMS The steps required to reach the goal. | Step 2 |
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| 1. Initial meeting to discuss expectations and answer questions 2. Meet with manager to discuss tracking employee’s time clock over next 30 days3. Schedule weekly meetings with employee over the next 6 weeks |
| RESOURCES Anything needed to assist with reaching the goal. | Step 3 |
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| 1. Employee Handbook  |
| SCHEDULE The check-in points with employee. | Step 4 |
|   |
| Wk 1 | Discuss expectations and solutions to roadblocks for starting on time | Wk 4 |   |
| Wk 2 | Review the first week of employee’s time clock data | Wk 5 |   |
| Wk 3 |   | Wk 6 |   |
| OUTCOME The final result. | Step 5 |
|   |
| Employee has successfully started their shift on time over the past 30 days. No additional corrective action is needed at this time. |

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| PREPARER NAME | SIGNATURE | DATE |
| Roslyn Kováč |   | 00/00/0000 |
|   |   |   |   |   |   |
| EMPLOYEE NAME | SIGNATURE | DATE |
| Romy Bailey |   | 00/00/0000 |

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