

**SUPERVISORY REFERRAL PRE-SESSION CONSULT WITH SUPERVISOR**

- 1. Is employee’s job or evaluation in jeopardy? Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 2. Is this a formal (documented – verbal or written warning) or informal (not documented – friendly notice) Supervisory Referral? Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 3. What comments have co-workers made about this employee’s teamwork/team-playing ability?  
\_\_\_\_\_  
\_\_\_\_\_
  
- 4. What performance issues is this employee having (you may consult SR-FORM B: “List of Performance Issues”)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Our goal is to help your employee improve work performance. In order to do this, it has proven to be extremely helpful for you to respond to the following:

A. How do you want your employee’s behavior to have changed?

To have gone from \_\_\_\_\_ to \_\_\_\_\_

B. Please try to measurably define the changes you want to see.

FOR EXAMPLE:

- X. Pblm: Pattern of late arrival at work  
Goal: Change the pattern  
Therapist prescribes change in pattern, having employee be late a few time, early a few times, until.....  
OUTCOME: of 95% of time employee is on time or early to work  
Leverage: job evaluation, probation, termination
  
- Y. Pblm: Co-workers say employee is hard to get along with, negative, doesn’t respond or interact, is rude  
Goal: Change the pattern  
Therapist prescribes exercises such as greet x co-workers cheerfully, or say something positive about job to any person, or offer colleague help without being asked  
OUTCOME: decreased negative critiques from colleagues; evaluation says team-player aspect improved by \_\_\_\_%

Problem 1: OUTCOME (measurably defined):

Problem 2: OUTCOME (measurably defined):

(Use back of sheet to list additional problems/desired outcomes)

This form for EAP clinician’s use only. Supervisor: Be prepared to answer if clinician needs your input.
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