



Formal Discussion Record

Interviewee Name: _____

Interviewer Name: _____

Date: _____

Accompanying Person: _____

Note Taker Name: _____

This meeting is a **DISCIPLINARY** **PERFORMANCE** **ABSENCE** **INVESTIGATION** **OTHER** (specify): _____ meeting (circle the appropriate option)

Interviewer Commentary	Interviewee Commentary	Edits

Both parties should review these notes and sign prior to any breaks being taken and at the end of the meeting.

Employee Signature: _____

Line Manager Signature: _____

Date: _____

Page No.: _____

Continuation of meeting as attached.

Interviewer Commentary	Interviewee Commentary	Edits

Both parties should review these notes and sign prior to any breaks being taken and at the end of the meeting.

Employee Signature: _____ Line Manager Signature: _____ Date: _____ Page No.: _____