**Corrective Feedback Scenarios-**

Write a script for the supervisor to give the employee corrective feedback:

A new employee, Jean, just barely passed probation last week. You were a little hesitant to recommend passing her because her work quality was poor, however you arranged extra training for her to take care of the issue. You have noticed that Jean came in 10 minutes late on Monday and today she was 20 minutes late. She did not call in either time to report her late arrival. Because her job requires regular phone coverage, you found coverage for her. Although the circumstances are minor you are afraid that this is becoming too much of a habit.

Every month a report is due detailing the work product of your unit. Dave is responsible for consolidating information received from all your employees and submitting a draft to you. Today is Monday, March 2nd. You should have received Dave’s draft last Thursday and he hasn’t given any indication why the draft is late. You will now be late in getting the final information to your Director. Dave has acted a bit unlike himself lately, not socializing or communicating with other staff.