

## COUNSELING FORM

<b>Employee Name</b>	Hafiz Muhammad Norman Saeed	<b>Date</b>	26 June 2020
<b>Job Title</b>	Litigation & Collection Officer	<b>Employee ID</b>	APD-0201
<b>Department</b>	WC Collections	<b>Supervisor Name</b>	Ayesha Sharf

**This Counselling form has been issued because of the following reasons:**

▪ Violation of Policies or Procedures	▪ Misuse of Company Property
▪ Disruptive behavior/Teamwork	▪ Attendance/Absenteeism
▪ Violence in the Workplace	▪ Falsification of Documents/Records
▪ <b>Unsatisfactory Work Performance</b>	▪ Inappropriate Dress Code
▪ Refusal to Perform Assigned Work	▪ Other(specify)

**Description (If applicable):**

Working back to back on the same file, Too much data on AR, Not using customized letters,

Call logs (Less call time)

**Corrective Action to be taken:**

What changes will employee make to avoid recurrence?

Need to work on different files, Need to use customized letters as received by management,

Needs to increase call time

Appedology Pvt Ltd reserves the right to begin the performance improvement process at any level and failure to correct your performance may lead to further strict action.

**Employee Signature:** \_\_\_\_\_

**Supervisor/Manager Signature:** \_\_\_\_\_

**Human Resources Received:** \_\_\_\_\_

**Note:** This is a computer generated form and does not require a signature.



Inam Sajjad &lt;inam.sajjad@appedology.com&gt;

## Counseling Session - Adonis Edwards - APD-0201

2 messages

**Adonis Edwards** <adonis.edwards@medicallienmgt.com>

Mon, Jun 29, 2020 at 10:34 PM

To: Danish Junejo &lt;danish.junejo@appedology.com&gt;

Cc: Faraz Manzoor &lt;faraz.manzoor@appedology.com&gt;, Charlotte Martinez &lt;charlotte.martinez@medicallienmgt.com&gt;, "Alfred, Angela" &lt;angela.alfred@medicallienmgt.com&gt;, Inam Sajjad &lt;inam.sajjad@appedology.com&gt;

Acknowledged Sir.

Thanks,

[Quoted text hidden]

**Danish Junejo** <danish.junejo@appedology.com>

Mon, Jun 29, 2020 at 10:18 PM

To: Adonis Edwards &lt;adonis.edwards@medicallienmgt.com&gt;

Cc: Faraz Manzoor &lt;faraz.manzoor@appedology.com&gt;, Charlotte Martinez &lt;charlotte.martinez@medicallienmgt.com&gt;, "Alfred, Angela" &lt;angela.alfred@medicallienmgt.com&gt;, Inam Sajjad &lt;inam.sajjad@appedology.com&gt;

Dear Adonis Edwards

PFA: Your counseling session form from session conducted today, 29 June 2020

Kindly Acknowledge the email.

Regards,

**Danish Junejo**

Organizational Development Executive

**Appedology (PVT)LTD**Email: [danish.junejo@appedology.com](mailto:danish.junejo@appedology.com)

Cell: +92 335 221 3670

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**Counseling Session - Adonis Edw** x Admin console x PROTEGE GLOBAL HRM x PROTEGE GLOBAL HRM x (2) WhatsApp x

mail.google.com/mail/u/0/#search/Counseling+Session/

**Gmail** Counseling Session

**Counseling Session - Adonis Edwards - APD-0201** **Inbox**

**Adonis Edwards**  
to Danish, Faraz, Charlotte, Angela, me

Acknowledged Sir.

Thanks,

**Danish Junejo**  
to Adonis, Faraz, Charlotte, Angela, me

Dear Adonis Edwards

PFA: Your **counseling session** form from **session** conducted today, 29 June 2020

Kindly Acknowledge the email.

Regards,

**Danish Junejo**  
Organizational Development Executive  
Appedology (PVT)LTD  
Email: [danish.junejo@appedology.com](mailto:danish.junejo@appedology.com)  
Cell: +92 335 221 3670

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