

# Pre-Consultation Worksheet

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Before contacting Employee & Labor Relations, please research and/or identify the following information to the best of your ability. Providing this information will allow your consultant to provide the best possible support.

YOUR NAME	
DEPARTMENT	
PHONE #	
E-MAIL	

ISSUE IS CONCERNING THE FOLLOWING EMPLOYEE	
NAME:	
DEPARTMENT:	
TITLE:	
SELECT APPOINTMENT TYPE:	
	Collective bargaining – contract covered by:
	Policy – covered by PPSM (Personnel Policies for Staff Members)
	Academic – covered by APM (Academic Personnel Manual)
STATUS:	Probationary _____ Non Probationary _____
SUPERVISOR:	
DATE OF HIRE:	

<p><b>ISSUE</b></p> <p>Defining the Issue/problem</p> <p>Identify who is involved.</p>
<p>Are there known factors such as:</p> <p>___ life issues</p> <p>___ recent changes in behavior</p> <p>___ work related injury</p> <p>___ history of performance management/corrective action/good/bad evaluations</p> <p>___ attendance history</p> <p>___ department protocols/practices on similar issues</p> <p>Other:</p>

Policies/Contract sections consulted or reviewed:

Questions I have about the policy/contract:

Other Resources consulted or reviewed. Supervisor /manager consulted?

Questions I have from research/consultation:

How has a problem/issue like this been handled in the past?

## OPTIONS

*Analyze and outline ideas and possible solutions.*

Questions that need to be answered:

Options to Consider:

PROS & CONS:

Contact your Employee & Labor Relations consultant. See our [contact list of Employee Relations consultants](#) organized by the school/college/division they represent to contact your consultant directly or call our main phone number at 530-754-8892.