

Counseling Reports



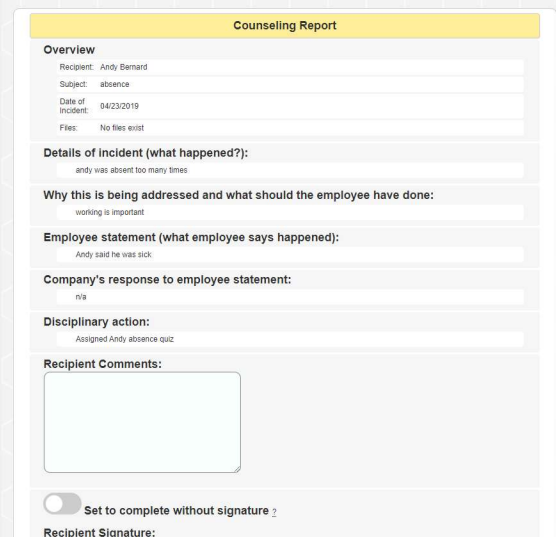
Counseling reports provide a digital solution to replace written corrective actions

Problem:

Supervisors need a way to keep track of employee write ups without an endless paper trail to maintain.

Solution:

honeybeeBase counseling reports provide a digital corrective action that supervisors can use to log an incident with an employee



The screenshot shows a 'Counseling Report' form with the following sections:

- Overview:** Recipient: Andy Demard, Subject: absence, Date of Incident: 04/23/2019, Files: No files exist.
- Details of incident (what happened?):** andy was absent too many times
- Why this is being addressed and what should the employee have done:** working is important
- Employee statement (what employee says happened):** Andy said he was sick.
- Company's response to employee statement:** n/a
- Disciplinary action:** Assigned Andy absence quiz
- Recipient Comments:** (Empty text area)
- Recipient Signature:** (Empty signature line)

At the bottom, there is a toggle switch labeled 'Set to complete without signature ?' which is currently turned off.

[Learn More at honeybeebase.com](https://honeybeebase.com)

Key Features

- Templates can be created to mirror company policies
- Multiple tiers can be added to the review and approval process
- Users can just to agree to disagree and digitally sign the report using their login information