**Critical Incident Log Form**

| CRITICAL INCIDENTS LOG | | | | | |
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| ***Note:*** *This form should be used to keep track of both positive and negative actions by the employee to aid in the discipline process.* | | | | | |
| Employee’s Name: | | | | | |
| Supervisor’s Name: | | | | Date: | |
| Date | Describe **Job-Related Situation** | **Describe the**  **Actions Taken by Employee** | **Describe the**  **Actions Taken by Manager** | | Comments |
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