Performance Management System

Employee Counseling
Job Aid
Table of Contents

Employee Counseling Creation.................................................................Page 3
Employee Acknowledgement .................................................................Page 7
Supervisor Acknowledgement ...............................................................Page 9
Employee Counseling creation

To initiate an employee counseling, the supervisor should email hrdept@ku.edu providing the name of the employee and the reason for counseling.

Log in to mytalent.ku.edu using your KU online ID and password.

When a counseling form is created it will appear in the supervisor’s “To Do”.

The form can also be found by clicking on “Performance” from the drop down menu.
The form can be opened by clicking on the name of the form, “Employee Counseling”.

Once the form is open, the supervisor should select the Reason for Counseling by clicking on the drop down next to “Please Select”.

The supervisor should choose one of the options available, “Conduct”, “Performance”, or “Conduct and Performance”.

Choose the Counseling Type by clicking the drop down arrow next to “Please Select”.
The supervisor should select one of the two available options, “Verbal Counseling” or “Written Reprimand”.

The supervisor should proceed by providing detailed comments in each section of the form. The supervisor may request assistance from HR in completing the form sections.

Before sending the form to the employee, the supervisor should perform a legal scan and a spell check by clicking on “Actions”.

From “Actions” select “Spell Check” or “Legal Scan”.

---

**Employee Counseling Job Aid Page 5 of 10**

Last Revised 9/17/2015
Supervisors can perform the following functions:

1. Print the form by clicking on the print icon.
2. Save the form as a PDF by clicking on the PDF icon.
3. Save the form by clicking on the save icon.

The supervisor can send the form to the employee by clicking, “Send to Employee”. Before sending the form to the employee, the supervisor should first speak with the employee.

The supervisor will need to confirm they want to send the form to complete by clicking, “Send to Employee”. The supervisor will also be able to click “Cancel and return to form” to return to the form.
Employee Acknowledgement of the Employee Counseling

The employee will then need to acknowledge receipt of the form. The employee will be aware of the form as the supervisor should have met with the employee before sending the form. The employee will also receive a notification email when the form is sent, and the Employee Counseling form will show in the employee’s “To Do”.

The form will also be available in the employee’s Performance inbox. That can be accessed by clicking on “Performance” from the drop down menu.

To access the form, the employee can click on the title of the form from the performance inbox.
The employee will be able to read the comments typed by their supervisor.

After reading through the form, the employee has the option of providing comments. After providing optional comments, the employee should click, "Acknowledge and send to Manager".

The employee will be able to confirm sending the form to their supervisor by clicking, "Acknowledge and send to manager". The employee will also be able to click "Cancel and return to form" to return to the form.

Once the form is sent, the form will no longer be in the employee’s in box, but will be available in read-only format in the “En Route” box.
The supervisor will then need to acknowledge the form. The supervisor will receive a notification email when the form is sent, and the Employee Counseling form will show in the supervisor’s “To Do”.

The form will also be available in the supervisor’s Performance inbox. That can be accessed by clicking on “Performance” from the drop down menu.

The manager can provide any additional comments. Afterwards, the supervisor should click “Acknowledgement” to complete the form.
The supervisor will be able to confirm sending the form to HR by clicking, “Acknowledge”. The supervisor will also be able to click “Cancel and return to form” to return to the form.