

**EAST LAKE TARPON SPECIAL FIRE CONTROL DISTRICT**

**EMPLOYEE/INTERVIEW FORM**

**Employee:** \_\_\_\_\_ # \_\_\_\_\_ **Rank:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Purpose of Interview:**

\_\_\_ - Commendation    \_\_\_ - Guidance    \_\_\_ - Counseling    \_\_\_ - Written Reprimand

\_\_\_ - Suspension and/or Demotion    \_\_\_ - Decision-Making Leave    \_\_\_ - Resignation

**Supervisor Comments:**

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**Recommended Action** \_\_\_ **and/or** **Action Taken** \_\_\_

**Submitted by** \_\_\_\_\_ **Rank:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Comments:**

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**“Check” one of the following:**

\_\_\_ I have been advised of this pending action and wish to submit written comments.

\_\_\_ I have been advised of this pending action and do not wish to submit written comments.

**Employee:** \_\_\_\_\_ **Rank:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Shift Representative Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_ I have been advised this action has been approved and will become part of my personnel file.

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed by Fire Chief:** \_\_\_\_\_ **Date:** \_\_\_\_\_