Read the letter and decide whether the statements below are true (T) or false (F).

PROTECTED

(Handle as CONFIDENTIAL)

M. Faithful 3 Mar 93

Records Clerk

CFB Petawawa

l. On 2 March, we met and discussed your work performance. At that time, I mentioned the following deficiencies in your work, which had become apparent over the last two months.

a. Files incomplete.

b. Statistical charts inaccurate.

c. Deadlines not met.

d. Lateness and absenteeism.

2. We discussed each of these areas in detail as well as the need to bring your performance back to an acceptable level. You stated that you would try to improve. You also stated that the deterioration in your work was a result of personal problems. These problems, you stated, were distracting and it was, therefore, difficult for you to concentrate on your work.

3. At that time, I advised you of the availability of assistance through the Employee Assistance Programme (EAP). I strongly suggested that you seek the advice and guidance of an Employee Assistance Programme Referral Agent, and told you where Referral Agent names and phone numbers were posted.

4. I also advised you that I would continue to monitor your work to ensure it returns to an acceptable standard; and that I would be available to discuss any problems you encountered with your cases, and the deadlines which we agreed would be set after discussion between us.

5. We will meet again in one month's time to discuss your work performance which, I hope, will reflect a return to the satisfactory level of past years.

6. A copy of this letter will be placed on your personnel file.

Allan Klein

Supervisor

Records Section

PROTECTED B

1. Mr. Faithful works in a Financial Section. **T F**

2. Mr. Klein met Mr. Faithful 2 days before he wrote the letter. **T F**

3. Mr. Faithful’s work has got worse in last 2 months. **T F**

4. Mr. Faithful has difficulty finishing his tasks in a given time. **T F**

5. His work causes Mr. Faithful personal problems. **T F**

6. He was ordered to seek assistance in the EAP. **T F**

7. Mr. Faithful knows where to find the EAP representative. **T F**

8. The EAP provides both financial and advisory assistance. **T F**

9. Mr. Faithful’s work will be evaluated again next month. **T F**

10. The letter will be enclosed with Mr. Faithful’s file. **T F**