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## Questions for Supervisors Making Supervisor Referrals

What is the reason for the referral?

How long has this problem existed? Have there been previous warnings - verbal or written? (If yes)...  
Where are they in the progressive discipline process?

Has the employee been referred to HelpPeople before?

Have you clearly explained to the employee the reason for the referral?

Have you asked the employee to sign a release of information with HelpPeople?

Do you want to know the recommendations?

What are your expectations of HelpPeople?

What are your expectations of the employee and have these been clearly communicated to the employee?

(If it is a mandated referral) What are the consequences for the employee if they do not follow through? Have these been made clear to the employee?