How to document problems at work

Tick what you already have and write the date you got it. Keep copies only of papers you are allowed to have.

		Date I got it
☐	Handbook and policies	_____
☐	Pay stubs, schedules and hours	_____
☐	Messages sent to you	_____
☐	Dated notes of what happened	_____
☐	Complaints you made and the replies	_____
☐	Job reviews and warnings	_____
☐	_____	_____
☐	_____	_____
☐	_____	_____

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