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TARGET CORPORATION

COMPLETE IN INK OR TYPE

**CONFIDENTIAL CORRECTIVE ACTION REPORT - UNSATISFACTORY PERFORMANCE**

Date Corrective Action Issued: 6/16/08  
 Mo. Day Yr.  
 Team Member Name: Doug Gilman Date of Hire: 6/23/02 Location: 1501  
 Team Member Number: 27802313 Department: Produce  
 Type of Warning Issued:  COUNSELING  WRITTEN  FINAL

Performance Issue - Below are standards of performance, defined by the Leadership Dimensions/expected standards that you have not met.

25. Unsatisfactory Work Performance: The failure or inability of a team member to satisfactory perform assigned duties to standards set by the company.

Doug, on 1/03/08 you were put on a written warning for unsatisfactory work performance with regard to your attendance. You are currently in your extended period and your performance has not improved consistently nor maintained at a satisfactory level.

Problem Definition / Suggestions for Improvement. Below are areas of your performance which need to improve to a "Satisfactory" level or better and suggestions for improving your performance.

Manage Execution: Your core role specifically states that "The Food Team Leader - Produce supervises a Produce team that drives profitable sales by delivering fresh product to our guests consistent with Target Brand standards." Continually inspect freshness and quality of products on the salesfloor and in the backroom; Supervise your team to ensure compliance with proper crisping, culling, and product rotation procedures. Supervise your team to ensure members are immediately removing and marking out out-dated or poor-quality items that do not Target's high standards.

Since your written warning on 1/3/2008, you were coached on the following dates:

- 2/5/2008 with regard to order accuracy and team member accountability in produce
- 3/3/2008 with regard to time management, the importance of statusing to discuss your progress and development and completing your brand walks.

On May 5<sup>th</sup> we had a status to discuss your inconsistent performance. I specifically brought up the following occasions:

1. 4/25/08 produce did not meet up and ready times. We discussed fill, what's important, and freshness.
2. 4/27/08 The produce department was empty and the wetrack had rotten vegetables on it. I then had to jump in and work produce with the produce team member giving direction on FIFO, freshness importance, and priorities on fill.
3. 5/2/08 There was no cut corn or cut fruit out after up and ready times. I then asked you to fill those outs for our guests. When I came back 45 minutes later you had not followed this direction and I could not locate you. I then had to ask another produce team member to put out some cut corn for our guests.
4. 5/5/08 when our doors opened for our guests, the promos were empty, there was no cut corn out, and the wet rack was empty. Again after asking you to put cut corn out I had to go back and ask another TM to do it because you had not done so.

Since our status the following performance issues have occurred:

1. 5/09/08 we had a visit from our FOS, and FQS. They stated there was no indication of a cull that day and that the floor was very empty. When you were asked about the situation you admitted not culling that day and other days because your only focus was the transition.
2. 5/12/08 you were coached by your SR. ETL- Food, because once again the floor was not fresh nor were up and ready times met.
3. 5/18/08 you were approached by the LOD and another ETL, and asked to fill a specific kind of apples that were out and an endcap that was empty. You left for the day with out doing so or giving your team direction to do so. The same LOD came back later and had to give the same direction she had given you to your team.
4. 5/19/08 we walked produce as an ETL team because it was not fresh and needed immediate action. We pulled eight banana boxes and an entire basket of rotten produce from our shelves at 2:00 pm after you had opened.
5. 5/21/08 you had a status with your SR. ETL-Food. She discussed the lack of great results in the past, especially during the recent Produce transition in May where freshness was not a priority. In this status you agreed that you were not running a green area, however it has been nearly two weeks and we have not seen noticeable differences in are freshness standards.
6. 5/31/08 Produce didn't make up and ready times. Freshness was an opportunity.
7. 6/1/08 Again produce doesn't make up and ready times. Freshness was an opportunity.
8. 6/6/08 you were reminded in the Food TL meeting that brand walks were due and you still left that day without turning it in.
9. 6/9/08 up and ready times were not met. The wet rack and value added wall were very empty. You had no sense of urgency around the matter. I pulled another Food TL and a cashier to help fill.
10. 6/13/08 a team member let you know they could not come in at their scheduled time. You let her know it was ok, however did not let an LOD know or fill her shift.

Distribution: Original - Team Member's Personnel File Copies to: Team Relations/Human Resources Representative, if applicable; Team Member  
 P-10 last updated 9/04

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DA's Exhibit "B"  
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 PENGAD-Bejome, M.

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Doug, culling the department and filling the floor are basic core roles of a team member. Right now you are not consistently executing these basic core roles nor are you executing your team lead core roles by holding your team accountable to these standards. The produce department does not meet expectations on freshness or up and ready times when you open. As a team leader, you need to be a role model for great performance and attendance. It is also important that you show up for your scheduled shifts and be on time in order for you to execute your core roles successfully.

**Suggestions for Improvement:**

- Follow through on direction given by any ETL/LOD. If you cannot follow through with their direction you need to seek them out and give them a plan on how you will make sure their direction will be executed.
- Continually inspect freshness and quality of products on the sales floor and in the backroom while supervising your team to ensure the same.
- Show up for all scheduled shifts on time. If there is a problem and you cannot make your shift, status with a Food-ETL immediately, calling 2 hours before or after your assigned shift.
- Do not clock in early, leave early, clock in late, or leave late without directly talking to an ETL.
- All measurables and behaviors, including but not limited to work performance and attendance, are evaluated under Performance.
- Failure to follow core roles, instructions and guidance given to you in any area of work can result in further corrective action, up to and including termination.
- While on a Final Warning for "Unsatisfactory Performance", your behaviors will be monitored.

Critical Period: 6/16/08 through 7/16/08 During the Critical Period the team member is ineligible for transfer, promotion and/or merit increase.

IF YOU IMPROVE YOUR PERFORMANCE TO A "SATISFACTORY" LEVEL OR BETTER BY THE END OF THE CRITICAL PERIOD, YOU WILL NEED TO MAINTAIN YOUR PERFORMANCE AT A "SATISFACTORY" LEVEL OR BETTER DURING AN EXTENDED PERIOD. THE EXTENDED PERIOD FOR A COUNSELING IS (6) MONTHS AND THE EXTENDED PERIOD FOR A WRITTEN OR FINAL WARNING IS (12) MONTHS. IF YOU ARE UNABLE TO MAINTAIN YOUR PERFORMANCE AT A "SATISFACTORY" LEVEL OR BETTER DURING EITHER THE CRITICAL OR EXTENDED PERIOD, YOU WILL BE PLACED ON THE NEXT STEP OF CORRECTIVE ACTION UP TO AND INCLUDING TERMINATION.

Team Member Signature: Team member didn't sign  
(This information has been reviewed with me.)

Preparer's Signature: [Signature]

Reviewed By (if applicable): [Signature]

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