

## **Information Needed Prior to an FMR Appointment**

- Contact Person's Name and Phone Number
- Contact Person's Email address
- Employee's Name
- Employee's Position
- Employee's Gender
- Employee's Age
- Employee's Length of Service
- DOT or non-DOT assessment
- Precipitating event leading to Formal Management Referral
  
- Past Job Performance problem(s) in concrete terms  
How long has this problem existed?
  
- What has been communicated to the employee regarding disciplinary action, job status, deadlines, etc.?