



Corrective Action Agreement for Student Employees

Student Name _____

Date _____

Supervisor Name _____

Dept _____

Facts:

(What happened? What performance or behavior is not meeting expectations? Have there been prior discussions or warnings?)

Objectives:

(Re-clarify what is the expectation or performance standard.)

Solution / Action:

- Documented discussion
- Written warning
- Separation from this student position

(What is the timeframe for improvement? What will happen if expectations are not met?)

Date _____

Student's Response

I have read and discussed the above with my supervisor.

Date _____

(Supervisor: please give a copy to the student, send a copy to Human Resources, and keep a copy in your file.)