



## Student Employment Written Warning Form

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Department: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Reason(s) for Discipline (check all that apply):

Performance       Behavior       Attendance       Tardiness

1.) Report the specific facts or events (dates, times, names, etc.) leading up to this report:

2.) Clearly describe the performance you expect from this employee:

3.) What are the potential consequences to the employee if this behavior is not corrected?

4.) By what date must the employee correct his/her performance?

**PREVIOUS ACTION TAKEN FOR SAME OR SIMILAR REASON:**

Date(s) of Verbal Corrective Action: \_\_\_\_\_

Date(s) of Written Corrective Action: \_\_\_\_\_

**EMPLOYEE COMMENTS:**

**SIGNATURES REQUIRED FOR CORRECTIVE ACTION:**

I have read and discussed this corrective action report with my direct supervisor and I understand what will be expected of me during this warning period. In addition to the specific areas of improvement noted above, I understand that I am expected to meet all performance standards with respect to my job responsibilities.

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<b>Student Signature</b>	<b>Print Name</b>	<b>Date</b>
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<b>Supervisor Signature</b>	<b>Print Name</b>	<b>Date</b>
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<b>Director or Dean Signature (If applicable)</b>	<b>Print Name</b>	<b>Date</b>
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*Please send a copy of this form with all signatures to Student Employment. Please call Braden Watson, Student Employment Coordinator, (x8266) with any questions related to this matter.*