

NOTICE OF STUDENT EMPLOYEE PERFORMANCE PROBLEMS

STUDENT: _____

SUPERVISOR: _____

DEPT: _____

Tardiness, dates, and times:

Failure to report to work without calling, dates:

Excessive absences, dates:

Unacceptable behavior, actions and date(s) of occurrence:

Failure to complete assignments, particulars and dates:

Other performance problems, particulars and dates:

FIRST WARNING

Will reassess performance issues on this date: _____

SECOND WARNING

Issues must be resolved on this date: _____

Supervisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Original-Student Employment Office Copies-Supervisor, Student