Student Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Steps:**   
[] Informal Warning   
[] Formal Warning   
[] Final Warning   
[] Dismissal

1. Statement of the problem: (violation of rules, standards, practices or unsatisfactory performance.)   
  
  
  
2. Prior discussion or warnings on this subject: (oral, written, dates.)   
  
  
  
3. Statement of department/University policy on this subject (when applicable):   
  
  
  
4. Summary of corrective action to be taken: (Include dates for improvement and plans for follow-up.)   
  
  
  
5. Consequences of failure to improve performance or corrective behavior:   
  
  
  
6. Employee comments:

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_ |
| Supervisor Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_ |

**Distribution: One copy to Employee and one copy to Supervisor.**