



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?)

\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Student's Response**

\_\_\_\_\_  
\_\_\_\_\_

I have read and discussed the above with my supervisor.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

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