

Student Employee - CORRECTIVE ACTION NOTICE

INSTRUCTIONS: The purpose of this form is to document and communicate corrective action decisions and expected outcomes. Complete all applicable blanks. For corrective action decisions other than verbal warnings, request that the employee complete the Employee Comments Section and sign the form.

TYPE OF NOTICE: Verbal Warning Written Warning Final Dismissal

Employee Name _____ Job Title _____
Department _____ Supervisor _____
Date of Incident _____ Date(s) of Previous Corrective Action Notices _____

Description of performance concern:

Employee remarks regarding performance concern: _____

Additional remarks and agreed upon corrective action plan: _____

Student Employee Understanding and Signature

I have read this notice and understand further violation of the same or similar rules, policies or procedures, or continued performance issues may result in further corrective action up to and including discharge. The Seminary may elect to use subsequent steps to notify me that my performance is unacceptable; however, I understand there are no guarantees that all steps can or will be followed in every case.

Student Employee Signature Date Supervisor Signature Date