

Student Employee Corrective Action Form

20 -2

Employee Name

G#

Department

Job Title

Supervisor Name

Supervisor Email and Phone Number

The Employee Corrective Action Form has been developed to assist you in the corrective action process. This process involves communication with your student, being open and positive and offering feedback and guidance when necessary. Please read carefully and complete all necessary items.

Rudeness to Employees or Patrons
Willful Damages to College Property

Violation of College Policies
Working on Personal Matters

Unsatisfactory Work Quality
Other: _____

1st Warning:

2nd