

# UNCG Student Employment Corrective Action Notice

First Warning ( )    Second Warning ( )    Final Warning ( )

Student Employee: \_\_\_\_\_ SS # \_\_\_\_\_

Department: \_\_\_\_\_ Original Date of Employment: \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title: \_\_\_\_\_

Student Employee Supervisor: \_\_\_\_\_

## Area(s) of Needed Improvement:

---

---

---

---

---

*(Continue on back if necessary)*

## Summary of Corrective Action(s):

---

---

---

---

*(Continue on back if necessary)*

**Scheduled date to review progress:** \_\_\_\_\_

***Failure to meet above expectations by review date may result in termination of employment.***

## Student Employee Comments:

---

---

---

---

*(Continue on back if necessary)*

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

*Supervisor:*

*Please retain the original completed form for your records, and submit a copy to the student and the Student Employment Office, #1 EUC*