

Date: _____

Student Name

900 #

This is your: First Warning Second Warning Final Warning

This letter is to notify you that your job performance needs improvement. Consider this an initial warning. The area/s that needs improvement are indicated below.

- No call, no show
- Excessive absences
- Excessive time spent making deliveries
- Doing homework on the job when there is departmental work to be done
- Web surfing when there is work to be done
- Refusal to do the work assigned
- Disseminating incorrect information on a continual basis
- Customer service skills
- Unable to meet the expectations on your Student Position Description form

Further explanation: _____

Please see me to schedule an appointment to discuss the concern/s indicated above. We can work together to come up with a new schedule or plan that works for both of us. If your job performance continues in this unsatisfactory manner, it may lead to your termination. In the future, if you have concerns about your schedule or the time that is taken away from your studies, please speak with me to ensure that a solution can be made before an additional warning is issued.

Sincerely,

Supervisor Name

Student Signature

(File in the Student's Personnel File and fax a copy to the Office of Human Resources 303-556-5151)