

Date: \_\_\_\_\_

To: \_\_\_\_\_

This is to inform you that your performance at your work-study job needs improvement. The reasons checked below are the areas where improvement is needed.

You have:

Missed work without letting your supervisor know

Missed three scheduled work shifts

Had excessive tardy days

Not fulfilled your job obligations

Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Reasons: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please schedule a time when we can talk about developing a plan to help you improve your performance. This is your 1<sup>st</sup> 2<sup>nd</sup> (circle one) warning. After the second warning, if your performance is still unsatisfactory it will be necessary to terminate your employment with our department. If this happens, you may be unable to obtain a job on campus for the rest of the school year.

\_\_\_\_\_  
Work-Study Supervisor