Section 1: To be completed by Supervisor

Name of Student Worker
CWID Number
Date of Meeting

List Reasons for Disciplinary Action (e.g., unexcused absences, failure to complete assigned duties, etc.)

Section 2: To be completed by Supervisor with input of student worker

Suggestions for Improvement (what changes are expected in order for student to fulfill responsibilities)

Section 3: To be completed by Supervisor after disciplinary action

Date of Evaluation (date during which performance will be re-evaluated)

Outcome (results of the re-evaluation):

_________________________  __________________________
Signature of Supervisor      Date

_________________________  __________________________
Signature of Student Worker  Date