



Intern Performance Improvement Plan

Intern Name	Date
Worksite/Agency	Supervisor

Behavior (check one):

- Late
- Unexcused Absence
- Excessive Absence (excused or unexcused)
- Failure to Follow Directions
- Other (Brief Description): _____
- Inappropriate Dress or Missing Required Uniform
- Inappropriate Language
- Use of Cell Phone or Internet Without Approval

Provide details of the behavior, including specific examples:

Improvement Plan (to be created by the intern and the supervisor together):

Was the intern given a verbal warning about this behavior before this corrective action? ___Yes ___No
If yes, on what date: _____ Please attach any additional notes regarding previous warnings.

Intern Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

**Provide a copy of this document to the intern and your Step Up Job Coach.
This will become a part of the intern's personnel file.**