# Intern Performance Improvement Plan

<table>
<thead>
<tr>
<th>Intern Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>Worksite/Agency</td>
<td>Supervisor</td>
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## 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.