



# Intern Performance Improvement Plan

Intern Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Work Site: \_\_\_\_\_

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

Next Meeting: \_\_\_\_\_

Incident	
<input type="checkbox"/> Late	<input type="checkbox"/> Inappropriate dress or mission uniform
<input type="checkbox"/> Unexcused absence	<input type="checkbox"/> Inappropriate language
<input type="checkbox"/> Excessive absence (excused or unexcused)	<input type="checkbox"/> Use of cell phone or Internet without approval
<input type="checkbox"/> Failure to follow directions	
Other:	

### Details of the situation (site specific examples):


### Improvement Plan (created together with intern):


Was the intern given a verbal warning about this before this corrective action?  Yes  No

If yes, on what date: \_\_\_\_\_ Please use the back of this form or attach notes regarding the previous warning.

Intern Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

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