



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.