

# Appendix: Intern Performance Improvement Plan



Intern Name	Date
Worksite/Agency	Supervisor

**Incident (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 situation, including specific examples:**

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

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Was the intern given a verbal warning about this incident 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.**