

Macalester College
Student Employment Discipline Action Report

Date

Name of Employee

Position Title

Name of Supervisor

Department

Action Report

Verbal warning – Date given _____

First written warning – Date given _____

Final written warning – Date given _____

Description of unacceptable conduct or action being performed:

Details of how the student's performance or actions must improve:

Resolution

I have met with my supervisor and am clear about what I need to work on. I understand if my unacceptable conduct or action continues, I will be subject to further disciplinary action, up to and including termination from my position.

Student's Signature

Date

Supervisor's Signature

Date

