



## Poor Work Performance Notification

Summer Youth Employment Program

Intern Name \_\_\_\_\_ Date \_\_\_\_\_  
Employer \_\_\_\_\_  
Supervisor Name \_\_\_\_\_

As an intern of the CSP’s Summer Youth Employment Program, you are aware of your work related responsibilities and program expectations related to your work performance. During a recent evaluation period or as it relates to a critical incident, you have shown less than acceptable performance in the following area(s):

- Not demonstrating positive work attitude and behavior
- Not presenting appropriate appearance
- Not exhibiting good interpersonal skills
- Problems with Supervisor  Problems with Co-workers  
Describe: \_\_\_\_\_
- Not completing work tasks effectively  
Describe: \_\_\_\_\_
- Not being punctual (Dates and Description): \_\_\_\_\_
- Not attending work as scheduled (Dates and times of non-attendance) \_\_\_\_\_
- Other \_\_\_\_\_

Based on the above, the following behavior changes must be demonstrated to maintain your employment:

\_\_\_\_\_  
\_\_\_\_\_

If you do not improve your work behavior over the next week to an acceptable level of performance, you will be terminated from participation in the internship component of the Summer Youth Employment Program.

\_\_\_\_\_  
Signature - Summer Intern

\_\_\_\_\_  
Signature – CSP Staff

\_\_\_\_\_  
Signature – Worksite Supervisor