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| **STUDENT EMPLOYEE PERFOMANCE MANAGEMENT FORM** |

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| **Purpose:**  To formalize performance conversations when needing to see a change in work and/or behaviors that support professional environment. If concerns are ongoing, please consult an HRC. | | |
| **Student Name:** Enter the student name.  **Baylor ID:** Enter the student ID number. | | **Date Presented:** Enter the date in which this form was presented to the student. |
| **Supervisor:** Enter name.  **Job Title:** Enter Job Title. | | **Department:** Enter the name of the department. |
| **ISSUE/CONCERN** | | |
| List two to three bullet points of issues or concerns that have incurred from the student’s work performance. List what the expectations are and how they are not being met. | | |
| **FEEDBACK/COACHING** | | |
| Enter coaching advice that you may have for the student regarding the noted concerns above. | | |
| **STUDENT COMMENTS** | | |
| (Optional) | | |
| **STUDENT SIGNATURE** | | |
| **Name:** | **Date:** | |
| *By signing this you acknowledge feedback was given and attention to addressing the concerns are needed to be successful continuing in this position. The right to appeal this document will not be granted.* | | |
| **SUPERVISOR SIGNATURE:** | | |
| **Name:** | **Date:** | |