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LOUIS  
UNIVERSITY**

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Wheeling, Illinois 60090-7201www.nl.edu  
888.NLU.TODAY (658.8632)

## Student Employee Corrective Action Form

DATE: \_\_\_\_\_

Student Employee Name:		NLU ID #:	
Job Title:		Supervisor:	

**Type of Action:** ☐ Verbal Warning ☐ Written Warning ☐ Suspension ☐ Final/Termination

Facts:	
Objective:	
Solution(s):	
Action Taken:	
Comments	

	Re-evaluation meeting schedule:
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**CONTINUED VIOLATIONS OR FAILURE TO MEET IMPROVEMENT GUIDELINES MAY RESULT IN FURTHER DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.**

### ACKNOWLEDGEMENTS

Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Student Employee \_\_\_\_\_ Date: \_\_\_\_\_

**Send to the Student Employment Coordinator via email at [FWS@nl.edu](mailto:FWS@nl.edu) or fax at 847.947.5443. Retain original and put in the student employee file.**

Please Note: Per the Illinois Unemployment Insurance guidelines, any work positions that are paid and classified as student employment, such as Federal Work-Study, College Employment, Graduate Assistant and Harrison Fellow, etc., are not eligible for unemployment compensation, once the position has ended. Participation in the Student Employment program does not constitute bona fide National Louis University employment status. Therefore, when you are no longer participating in the student employment program, you would not be eligible to request or receive unemployment compensation.

# Supervisor Instructions

## **Guidelines for using the Corrective Action form**

When documenting corrective action, it's helpful to adhere to the guidelines listed below:

**Facts-** List only facts and not opinions. Please provide factual examples to document inappropriate behavior.

**Objectives-**What is the desired outcome? What are your expectations? You may want to refer or cite the job description or a policy listed in the FWS Handbook or online at [www.nl.edu/community](http://www.nl.edu/community).

**Solutions-** What do you recommend or suggest to improve performance? Does the student employee have any suggestions? You may offer additional training, a review of policy and procedures, etc.

**Action-**Inform the student employee in writing that he/she's receiving a warning or suspension and set up a date for progress review of the set goal.

## **Guideline for submitting the Corrective Action Form**

You should use additional forms if the student employee has multiple areas that need improvement. The student employee must sign the Corrective Action form to acknowledge understanding, compliance and receipt. If the student employee refuses to sign, write "refused to sign" and sign your name as a witness.

If the student employee is suspended or terminated, notify the student employment coordinator immediately. I

The supervisor should give a copy of the signed document to the employee and send the original to the Student Employment Coordinator in the Office of Student Finance. The Corrective Action form will be placed in the students' file.