



CAREER EMPOWERMENT CENTER

Return to:
Cal State East Bay
Career Empowerment Center
Attn: Internship Coordinator
25800 Carlos Bee Blvd. - SA 2300
Hayward, CA 94542
(510) 885-2789
cherie.randolph@csueastbay.edu

Please complete the Employer Concern / Performance Issue Form and return to the Career Empowerment Center - Internship Coordinator.

Date: _____

Internship Site: _____

Student Name: _____ Site Supervisor: _____

Employer Concern / Performance Issue:

- No Call, No Show
- Poor Performance
- Violates workplace expectations
- Creates workplace concerns
- Unable to perform duties
- Other: _____

Description of Issue (Required):

Steps taken by Employer (please provide documentation, if available):

- Verbal warning(s) Indicate Date(s): _____
- Written warning(s) Indicate Date(s): _____
- No Prior Action
- Other: _____

Action Requested from Cal State East Bay (Required):

Student Notified ____ Yes ____ No

Urgency Level ____ Normal ____ Priority ____ High Priority

Supervisor Signature

Date