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*"Catch Your Dream Through a Superior Education"*

## Corrective Action Plan

Area of Concern

Click or tap here to enter text.

Corrective Action  
Required

Click or tap here to enter text.

How the Manager or  
Supervisor can Help

Click or tap here to enter text.

Acknowledgement

\_\_\_\_\_  
Employee Name (Typed)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Action Approved by ( typed name )

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Copy Distribution:**

Employee: ☐ Supervisor: ☐ Human Resources: ☐