

MEMORANDUM

TO: R -- Redacted by HELP Committee
FROM: R -- Redacted by HELP Committee (CAMPUS DIRECTOR)
SUBJECT: WRITTEN WARNING MEMORANDUM AND PERFORMANCE IMPROVEMENT PLAN
DATE: 2/1/08

Confirming our conversations, your performance to date has been unsatisfactory. As discussed, you are not meeting the expectations and requirements of your position. Thus, I am documenting this conversation to address the performance problems, which have occurred over the past several months.

It is important that you understand that there must be significant improvement immediately in your performance as stated in the Performance Improvement Plan below. You are being placed on additional thirty- day probation and if your performance does not significantly improve immediately and on a continuing basis, it may lead to the termination of your employment.

You are required to do the following effective immediately:

- interviews – 100-120 calls
- 1 interview – 75 calls
- 2 interviews – 50 calls
- 3 interviews – 25 calls
- Always work the last week of leads first, then two weeks before and then work leads that are a month old and older. Vary each day when you are calling these people. You must plan your call time and what leads are to be called!!!

Set a minimum of 15 appointments per week

Hold a minimum of 8 appointments per week

You must sit a minimum of 3 new starts a week

You must sit a minimum of 10 new starts for February 18, 2008

I will be available to assist you as needed and am available for follow-up meetings on a weekly basis should you feel they are needed for your success.

I have read and understand the above and understand what is expected of me over the thirty days (and consistently thereafter). I also understand that if I do not meet or exceed these expectations and maintain satisfactory performance, my employment may be terminated.

R -- Redacted by HELP Committee

Employee

R -- Redacted by HELP Committee

Campus Director