

EXPECTATIONS

To demonstrate progress toward improvement goal achievement, the following performance standard expectations must be met.

EXPECTATION DESCRIPTION

GOAL ACTIVITIES

List activities that will aid to achieve the improvement goals set above.

GOAL #	ACTIVITY	START DATE	PROJECTED DATE OF COMPLETION

RESOURCES

List resources available to complete goal activities; for example, training materials, training activities, technical knowledge, mentoring, management support, etc.

RESOURCE NAME	DESCRIPTION OF RESOURCE

PROGRESS MONITORING

Provide an evaluation schedule to monitor the progress of improvement activities.

FOLLOW-UP SCHEDULE

DATE SCHEDULED	ACTIVITY	CONDUCTED BY	DATE COMPLETED
	30-Day Review		
	45-Day Review		
	60-Day Review		
	90-Day Review		

PROGRESS BENCHMARKS

GOAL #	ACTIVITY	DATE OF CHECK	FOLLOW-UP METHOD phone, email, mtg.	EXPECTED PROGRESS	COMMENTS

TIMELINE FOR IMPROVEMENT, CONSEQUENCES, AND EXPECTATIONS

Provide a summary of any stipulations placed upon the performance improvement plan, consequences of insufficient effort, and any legal concerns, such as confidentiality as related to this document.

SIGNATURES

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE