

# PERFORMANCE IMPROVEMENT PLAN

## ACTION PLAN

EMPLOYEE NAME		ROLE / TITLE		EMPLOYEE ID	
SUPERVISOR		DEPARTMENT		DATE	

## AREAS OF CONCERN

In what areas has the employee not met expectations?

## PREVIOUSLY ADDRESSED ISSUES

Provide details of any previously addressed issues, the context, and the outcome of discussions or training.

## OBSERVATIONS

## PREVIOUS DISCUSSIONS

## **ADDITIONAL TRAINING**

## IMPROVEMENT GOALS

Provide specific goals as they relate to areas of concern to be addressed and improved upon.

## 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