*Schafer /ASI Corporation*

*Performance Improvement Plan*

**Employee:** **Reviewer:**

**Position:** **Review Date:**

**Operation/Department:** **Effective Date:**

**Date of Hire:**

**Purpose:** The purpose of this Performance Improvement Plan is to document required improvement in job performance, behavior, or conduct.

**Procedure:** The manager completes this form and emails it to HR for review. Upon approval from HR, the manager signs the forms and meets with the employee who also signs the form. The manager sends the original form to HR for placement in the employee’s personnel file.

**1. Describe Current Performance:**

**2. Expected Standards of Performance:**

**3. Consequences of Not Meeting Standards of Performance:**

**4. Performance Will Be Reviewed Again By:**

*Date*

**5. Signatures**

*Reviewer Date*

*Corp. Off./Ops. Mgr. Date*

**6. Employee Comments:**

I have received a copy of this performance appraisal and review and have discussed it with my supervisor.

*Employee Signature Date*