



Establishing an Improvement Plan

Name of employee: _____

What is the problem (details)? Consider performance/conduct and behavior. Remember to link 'attitude' to a specific behavior.

Type of standard not being met? Consider quantity, time, cost, and quality.

In what way is the standard not being met?

Desired outcome:

Why is the employee not meeting the standard? (Use specific details.) Consider, "Can't do," "Won't do," "Don't know," and, "Not allowed to do" (equipment, system, people constraints).

As the supervisor, what have I done to assist the employee?

What must the employee do to improve?

By when: _____

What else do I need to do? (Use specific details.) Consider understanding and confronting, clarifying standards, motivation and recognition, and formal discipline.

Specific actions I will take:

By when: _____