



Performance Improvement Plan

A performance improvement plan is required when an employee receives a rating of 1 (unsatisfactory) for any performance value or behavior on the performance evaluation. This document may also be used during the probationary period or at any time leadership identifies a performance deficiency.

Name _____ Position Title _____

Department _____ Supervisor _____

The performance improvement plan is designed to improve identified performance deficiencies, set clear performance expectations, and provide support and direction towards success. In order to facilitate sustained improvement, the following plan has been established.

Guidelines for the performance improvement plan

- Summarize the areas of concern
- Outline future expectations
- Develop a timeline and/or deadlines
- Establish follow-up procedures
- Review the performance improvement plan with HR
- Review the performance improvement plan with the employee
- Provide ongoing feedback and **document follow-up meetings**
- Performance improvement plan conclusion

Background/Previous Discussions:	
Performance Gap Summary #1:	
Required Results:	
Action steps:	Date:
Action steps:	Date:
Action steps:	Date:

Background/Previous Discussions:	
Performance Gap Summary #2:	
Required Results:	
Action steps:	Date:
Action steps:	Date:
Action steps:	Date:
Background/Previous Discussions:	
Performance Gap Summary #3:	
Required Results:	
Action steps:	Date:
Action steps:	Date:
Action steps:	Date:

By signing below, you acknowledge that the performance improvement plan has been discussed, and there is a clear understanding of the outlined expectations. Failure to provide an immediate and sustained improvement in performance may result in disciplinary action up to and including termination of employment.

Employee Signature: _____ Date _____

Supervisor Signature: _____ Date _____

c: Department File
Personnel File

