

## PERFORMANCE IMPROVEMENT PLAN

This form documents a plan for required performance improvement when a staff member's overall performance does not meet requirements of their position in their Performance Evaluation.

This plan must address any behaviors or work habits for which the average overall score was less than 3, meaning less than the "Meets Expectations" standard, whether in the "Needs Improvement" or "Unsatisfactory" range of scores. Realistic performance goals and implementation strategies should be set for these "NI" and "U" items and informed by related Evaluator comments.

**Performance Concern:** \_\_\_\_\_

**Performance Expectation/Action Plan:** \_\_\_\_\_

\_\_\_\_\_

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**Performance Concern:** \_\_\_\_\_

**Performance Expectation/Action Plan:** \_\_\_\_\_

\_\_\_\_\_

Attach additional sheets if necessary.

**Follow-up Dates: (dates established to meet and communicate progress towards performance expectations noted above)**

\_\_\_\_\_

**EMPLOYEE'S STATEMENT:** I have discussed my Performance Evaluation Summary and set a Performance Expectation Plan with the above goals with my Supervisor. I have read the Performance Expectations and have discussed specific job responsibilities with my Supervisor. I have received a printed copy of the Summary and this Plan to keep for my records. Comments: \_\_\_\_\_

\_\_\_\_\_

Employee signature:	Date:
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**SUPERVISOR'S STATEMENT:** I have discussed with the Employee the above Performance Expectation Plan and specific job responsibilities. I have provided a printed copy to the Employee and will send original document to Human Resources for retention in the Employee's personnel file.

Supervisor Signature:	Date:
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Second Level Supervisor Signature:	Date:
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