



Performance Improvement Plan

Use this Performance Improvement Plan as a guide to help you monitor performance in an effort to help achieve greater performance.

Key items to include in an improvement plan include:

- 1. Identify what the employee's responsibilities are.**
- 2. Define the problem behavior/performance. Determine if the problem is a performance problem or a behavior problem.**
 - Employee has not been able to demonstrate mastery of skills/tasks.
 - Employee may perform the tasks but creates an environment that disrupts the workplace.
- 3. Define the duties or behaviors where improvement is required.**
 - What improvements are required to successfully perform these duties?
 - Which skills need improvement?
 - What changes need to be made in application of skills the employee has already demonstrated?
 - What behaviors need to be modified?
- 4. Develop an action plan.**
 - Identify what the employee will do to accomplish the improvement.
 - Identify what the supervisor will do to help the employee accomplish the improvement.
- 5. Establish timetables for accomplishing change in performance/behavior with an employee.**
 - When must this be accomplished?
 - Are there intermediate timeframes and steps that must be accomplished during the completion of the improvement plan?
- 6. Set a review date to discuss progress.**

Please meet with Human Resources to review the Performance Review Plan prior to meeting with the employee and obtaining signatures. Human Resources, the supervisor and the employee must sign the form. Signed copies of the form will be distributed to the employee, supervisor, and Human Resources.



Performance Improvement Plan

To be completed by the supervisor in consultation with Human Resources.

Name: _____ Supervisor: _____

Department: _____ Position: _____

1. Define the problem behavior/performance:

2. Define the duties or behaviors where improvement is required:

3. Develop an action plan:

4. Establish timetables for accomplishing change in performance/behavior with employee:

5. Next review date:

Human Resources Signature

Date

Supervisor's Signature

Date

Employee's Signature

Date