**Performance Improvement Plan Template**

|  |  |
| --- | --- |
| Employee Name: |  |
| Meeting Date |  |
| Manager Name: |  |

|  |
| --- |
| Standard(s) of Performance Reviewed (check all that apply): |
| [ ] Productivity [ ] Efficiency  [ ] Teamwork [ ] Quality  [ ] Attendance [ ] Conduct  [ ] Other (define): |

**CURRENT PERFORMANCE UNDER REVIEW**

|  |
| --- |
| **Description:**  **Examples:**  **Impact:** |

**PREVIOUSLY ADDRESSED ISSUES**

|  |
| --- |
| Provide details of any previously addressed issues, the context, including steps taken to improve performance to date |

**IMPROVEMENT PLAN**

Provide goals that relate to each area of concern

|  |  |  |
| --- | --- | --- |
| **Goal** | **Goal Description** | **Issue Being Addressed** |
|  |  |  |
|  |  |  |
|  |  |  |

**EXPECTATION**

What are performance standard expectations that need to be met

|  |
| --- |
| **Expectation Description** |
|  |
|  |
|  |

**GOAL ACTIONS AND ACTIVITIES**

Actions and activities that will help the improvement goal

|  |  |  |  |
| --- | --- | --- | --- |
| **Goal** | **Action/Activity** | **Start Date** | **End Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PERIODIC REVIEW NOTES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Comments** | **Employee Initials** | **Supervisor Initials** | **Date** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3 |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

**CONCLUSION(check one):**

|  |
| --- |
| [ ] Performance Action Plan satisfactorily completed on: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_  [ ] Corrective Action Required (attach and submit to Human Resources)  Failure to meet and sustain improved performance may lead to further disciplinary action, up to and including termination. Corrective action may be taken in conjunction with, during, or after the performance plan. |

**Reviewed and accepted by:**

Employee (signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review completed by:**

Manager (signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This performance plan is not intended to be an employment contract or a guarantee of continuing employment.

Copy: Employee

Original: Personnel File