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