



What to improve:

How to improve:

Date of expected completion:

What to improve:

How to improve:

Date of expected completion:

Support/guidance from supervisor needed to meet performance improvement goals

Additional training or other activities to supplemental performance improvement plan

Performance Improvement Plan Structure

- Employee will be placed on the Performance Improvement Plan for \_\_\_\_\_ days (30, 60, 90).
- Employee will meet with supervisor \_\_\_\_\_ (weekly, bi-weekly, monthly) to assess progress and obtain feedback.
- Employee will be expected to make regular progress on the plan outlined above. Failure to meet or exceed these expectations may result in formal discipline.
- At the end of the performance improvement period the employee will receive notification from the supervisor of the successful or unsuccessful completion of their plan objectives.

Supervisor Signature confirming delivery of this plan: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature confirming receipt of this plan: \_\_\_\_\_ Date: \_\_\_\_\_

*Reviewed by Human Resources:*

Name: \_\_\_\_\_ Date: \_\_\_\_\_