

PERFORMANCE IMPROVEMENT PLAN

Employee Name: _____ Anticipated Length of Plan: ____ through ____ Date Discussed: _____

Evaluator Name: _____ Consequences of Unsatisfactory Improvement: _____

Job Duties/ Responsibilities Performed Below Acceptable Standard	Actual Work Performance	Acceptable Work Performance Standard	Suggested Methods/ Means/Resources for Performance Improvement	Monitoring/Feedback Methods and Schedules	Performance Assessment End of ____ Days

Terms of Agreement The purpose of this document is to identify performance deficiencies and to provide a clear concise mechanism for improving performance to a standard of "Meets Expectations". Every effort will be made to provide training and support necessary for the successful completion of this Performance Improvement Plan. Items contained in this plan are subject to modification under several circumstances. First, should it become clear that the level of "Meets Expectations" has been attained prior to the projected date, the plan may be dissolved upon agreement of the supervisor and employee. Second, where improvement in overall performance is noted, but additional time and/or training is required to reach a standard of "Meets Expectations" in all areas, the plan may be renegotiated. Finally, after a reasonable amount of time has passed, should it be determined that the overall performance continues at the level of "Does Not Meet Expectations" or that a standard of "Meets Expectations" cannot be met, a final warning will be issued. We agree to work together on the items identified in this Performance Improvement Plan and to make every effort to reach the goals and expectations defined.

Supervisor's Signature _____ Date _____

Employee Signature _____ Date _____

Next Performance Review Date _____