



PERFORMANCE IMPROVEMENT PLAN

CONFIDENTIAL

Employee name:

Title:

Supervisor name:

Title:

A. Initial Meeting

1. What is the performance or conduct **issue**? (If applicable, include date of incident.)
2. What is the **expected** performance or conduct and why is it **important** to meet expectations?
3. What **actions** will the employee take to achieve the required improvement? (Specify target dates for completion.)
4. What **resources** or support, if any, will be provided to assist the employee in making the required improvement?
5. What are the **consequences** to the employee of failure to improve?
6. How will successful improvement be **measured** and when will the supervisor and employee meet again **follow up** on progress?

Signatures below indicate this performance improvement plan has been reviewed with employee.

	Signature	Date
Employee:		
Supervisor:		

B. Follow Up: Has the performance issue been resolved? Yes No

Supervisor's comments: