Plan for Performance Improvement

May be used as an extension of the Performance Evaluation or Employee Discussion Summary.

Employee Name: ______________________________ Date of Discussion: _________

Position: __________________________ Program: ________________

I. Goals:  (Note objectives to be achieved, e.g. improvements in quality of work, work habits, personal relations, adaptability, accountability, etc.)

II. Supervisory Plan:  (Note what the supervisor is going to do to help the employee to improve performance; e.g. observation, on-the-job training, resources, other training, weekly conferences, etc. Include timeframe for completion.)

III. Employee Plan:  (What the employee is going to do to improve his/her performance; e.g., training, evening classes, performance or behavior changes, productivity, etc. Include timeframe for completion.)

IV. Follow-up:  (Conference, when, with whom.)

_____________________________________________ ________________________
Employee Date

_____________________________________________ ________________________
Supervisor Date

Cc: employee