



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