

# PERFORMANCE IMPROVEMENT PLAN

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Review Period: \_\_\_\_\_ Meeting Time: \_\_\_\_\_

## STANDARD(S) OF PERFORMANCE REVIEWED

- |                                       |                                     |                                   |                                  |
|---------------------------------------|-------------------------------------|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Productivity | <input type="checkbox"/> Efficiency | <input type="checkbox"/> Teamwork | <input type="checkbox"/> Quality |
| <input type="checkbox"/> Attendance   | <input type="checkbox"/> Conduct    | <input type="checkbox"/> Other:   |                                  |

## EXAMPLES OF PERFORMANCE DURING REVIEW PERIOD

## IMPROVEMENT PLAN

Define what is expected, how it should be accomplished, and in what timeframe.

Failure to meet and sustain improved performance may lead to further disciplinary action, up to and including termination. Corrective action may be taken in conjunction with, during, or after the performance plan. *This performance plan is not intended to be an employment contract or guarantee of continuing employment.*

Reviewed and Accepted by: \_\_\_\_\_  
Employee's Signature Date

Review Completed by: \_\_\_\_\_  
Supervisor's Signature Date

Plan Reviewed by: \_\_\_\_\_  
Department Manager Date

**PERIODIC REVIEW NOTES**

| Date | Comments |
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**CHECK ONE**

- ☐ Performance Plan satisfactorily completed on \_\_\_\_/\_\_\_\_/\_\_\_\_
- ☐ Corrective Action Needed (*attach and submit to Human Resources*)

Original: Employee Personnel File (upon completion)

## **INSTRUCTIONS FOR ESTABLISHING AN EMPLOYEE PERFORMANCE PLAN**

*This performance plan may or may not take the place of verbal or written disciplinary action and may or may not be used to supplement a verbal or written corrective action, as appropriate.*

1. The Supervisor will review the Performance Standard (s) under consideration for the performance planning meeting and outline in the first section.
2. The Supervisor will review the employee's performance problems relating to the Performance Standard(s) - what is the employee doing wrong. Be objective and note specific examples.
3. The Supervisor will determine what steps the employee needs to take to correct performance problems.
4. The Supervisor will review the Performance Plan with the Department Manager and the Human Resources Manager. Any agreed upon recommendations will be incorporated into the Supervisor's outline.
5. The Supervisor will meet with the employee in a confidential setting and review the Performance Standard(s), the employee's related performance problem(s), and outline the corrective actions.
6. The Supervisor will seek and consider the employee's input to modify the corrective action statements as appropriate.
7. The Supervisor and employee will establish reasonable, mutually agreed upon timelines for improved performance on each expectation. This section of the performance plan will then be completed by the Supervisor.
8. The Supervisor will establish consequences for failure to meet and sustain improved performance if a stepped-approach is appropriate, reserving the Company's right to terminate (see required notation).
9. The Supervisor will obtain the employee's signature and date on the form indicating agreement with the performance plan.
10. Periodic reviews (minimum of one, maximum of six, based on the depth of the performance plan) will be conducted on a regular basis with the employee. The supervisor and employee will initial each progress review.
11. The form will be retained by the Supervisor for the duration of the performance plan. At the end of the performance plan period, the supervisor will determine if the performance plan was satisfactorily completed or if a corrective action notice is required. Upon completion of the plan, the original will be placed in the employee's personnel file.
12. The performance plan is not intended to be an employment contract or guarantee of continuing employment.