SAMPLE

Performance Improvement Plan

|  |  |
| --- | --- |
| Start Date |  |
| Staff/Title |  |
| Supervisor/Title |  |
| End Date |  |
| Supervisor’s Notes: | |

**Introduction:**

GIVE GENERAL BACKGROUND ON EMPLOYEE AND GENERAL STATE OF WORK ALONG WITH SOME POSITIVES

However, there are several areas of concern that need to be addressed. The following is a performance development plan for NAME that seeks to address the concerns laid out and recognized by MANAGER and to give NAME a clear path toward improvement. If the plan is not followed, further action may be taken, up to and including termination.

It is important to note that while this plan does lay out specific goals, it is done so with the understanding that these can be changed or modified based on need. This plan also reflects an end date of DATE, but recognizes that these timelines may be modified based on need. If NAME fails to follow the plan or fails to make significant progress on achieving the goals and objectives, additional disciplinary steps may be taken up to and including termination.

*Evaluation*

The goals laid out in this plan are one set of criteria, but there are additional across the board criteria that are used for evaluative purposes that should also be taken into account.

ATTENDANCE – punctual, dependable

QUALITY OF WORK – accuracy, completeness

DEPENDABILITY/PRODUCTIVITY – accomplishes quantity and quality of work

TEMPERAMENT & EMOTIONAL FACTORS – retains control under pressure, intelligently handles patron/staff problems & inquiries, explains reasons for actions and policies

INITIATIVE – self-reliance, resourcefulness, willingness & ability to accept & carry out responsibilities, finds better way to accomplish tasks

ADAPTABILITY – adapts to new situations, changes in routines, workload, and/or assignments

RELATIONS WITH OTHERS – establishes effective working relationships with:

Supervisors

Co-workers

Public

JUDGMENT/DECISION-MAKING – does not require close supervision, perceives problems, assigns priorities, skilled in analyzing problems and reaching sound conclusions of decisions made

SUPERVISORY SKILLS – delegates authority, motivates, guides & develops subordinates, evaluates staff, plans organizes & coordinates assigned work unit, receptive to subordinates’ suggestions, problems, complaints, communicates well both orally and in writing

SPECIALIZED KNOWLEDGE – develops new skills to enhance job performance, keeps abreast of learning opportunities & advances within the field of specialization, and demonstrates familiarity with technical innovation & subject specialization

**Goals:**

Below is a list of projects and goals that NAME will work towards during the next few months. NAME will report on the status of these in their monthly written report to the SUPERVISOR. In addition, NAME will provide a daily summary of their activities emailed to SUPERVISOR. A weekly meeting to evaluate the progress made on the goals will take place at DATE and TIME.

LIST SPECIFIC ACTIONS THAT NEED TO BE TAKEN DURING THE PIP