

Performance Improvement Plan



Purpose: To identify areas where improvement in job performance may be needed. This performance plan shall be strictly adhered to, and performance pursuant to the guidelines of this plan shall be monitored to ensure compliance. Failure to comply with the required standards set out in this plan may result in additional disciplinary action, up to and including termination.

Employee Performance Plan		Effective Date:	
Job Title:		Department:	
Elements (Performance Criteria)	Type (Critical)	Acceptable Standards (Fully Successful)	Rating
			<input type="checkbox"/> U <input type="checkbox"/> MS <input type="checkbox"/> FS <input type="checkbox"/> EFS <input type="checkbox"/> O

- (U) Unsatisfactory
- (MS) Minimally Successful
- (FS) Fully Successful
- (EFS) Exceeds Fully Successful
- (O) Outstanding

Performance Improvement Plan



Position Description:
Introduction: The incumbent of this position serves as...
The position requires:
Major Duties and Responsibilities:

Review Plan Dates:		
1 st Review	2 nd Review	Final Review

- (U) Unsatisfactory
- (MS) Minimally Successful
- (FS) Fully Successful
- (EFS) Exceeds Fully Successful
- (O) Outstanding

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I have had the opportunity to review this document and discuss its content with my supervisor. My signature acknowledges that I have been informed of the contents of this document, but does not necessarily indicate agreement with the contents.

Employee Signature

Date

Supervisor's Signature

Date

Executive Director Human Resources Signature

Date

Employment Compliance Officer – Office of
Human Resources Signature

Date

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