

# PERFORMANCE IMPROVEMENT PLAN



*While previous, informal discussions have taken place, this will serve as official disciplinary action, documentation of sub-par performance, and the need for immediate and sustained improvement.*

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_ Manager: \_\_\_\_\_

Talk With: \_\_\_\_\_ Work With: \_\_\_\_\_ Final Notice: \_\_\_\_\_

| <b>SKILLS/BEHAVIORS TO IMPROVE</b><br><i>List the skills, behaviors, duties or actions that need to improve. Be specific.</i> | <b>ACTION TO BE TAKEN</b><br><i>What steps or actions need to be taken to ensure improvement? (Be, Choose, Complete, Maintain, Avoid, etc)</i> | <b>DEVELOPMENT OPPORTUNITIES/RESOURCES</b><br><i>What training, resources or support are needed to improve?</i> | <b>SUCCESS MEASURE</b><br><i>What does improvement look like?</i> | <b>DATE TO BE COMPLETED</b> |
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Next Review Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Employee Signature: \_\_\_\_\_ Manager Signature: \_\_\_\_\_