**PERFORMANCE IMPROVEMENT PLAN**

**Name** **Date**

**Created by**

**Objectives – Behavior or Competency**

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| **Interventions** | **Assistance Team** | **Timeline** |
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**Assessment Evidence – How will we know the outcomes are met?**

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| Observations | What do you see? What do you hear? |
| Product | Is there something to be submitted/expected? Surveys?  |
| Conversations | Who will the supervisor talk to about the improvement?  |

**Acknowledgement**

I acknowledge that I have read and understand the content of this appraisal, but this does not necessarily indicate that I agree with its content.

***To sign the form electronically, complete the document in Word and save as a PDF. Open the PDF, go to Tools (Top-Tab), select Certificates, select Digitally Sign (Top-Tab) and then sign the form by dragging your cursor in the appropriate space.***

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| **Employee’s Signature** |  | **Date**   |
| **Supervisor’s Signature**  |  | **Date**   |
| **Human Resources**  |  | **Date**   |

**Follow Up**

* Employee has made satisfactory progress regarding concerns.
* Employee has made some progress regarding concerns, but that progress is not sufficient and continuation of this Performance Improvement Plan (PIP), or the creation of a new PIP is necessary.
* Employee has not made satisfactory progress regarding concerns.

 **Comments**

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Updated: November 2019

Reviewed: October 2022