

**PERFORMANCE IMPROVEMENT PLAN**

**Name**

**Date**

**Created by**

**Improvement Goals/Outcomes – Behavior or Competency**

|  |
|--|
|  |
|--|

| Interventions | Supervisor | Timeline |
|---------------|------------|----------|
|               |            |          |
|               |            |          |
|               |            |          |
|               |            |          |
|               |            |          |
|               |            |          |
|               |            |          |
|               |            |          |
|               |            |          |
|               |            |          |

**Assessment Evidence – How will we know the outcomes are met?**

|               |  |
|---------------|--|
| 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 performance improvement plan.

*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.*

Employee's Signature \_\_\_\_\_ Date

Administrator's  
Signature \_\_\_\_\_ Date

Superintendent \_\_\_\_\_ Date

## FOLLOW UP

Date: \_\_\_\_\_

- ☐ **Satisfactory Progress:** Employee has made satisfactory progress regarding concerns.
- ☐ **Insufficient Progress:** 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.
- ☐ **Unsatisfactory Progress:** Employee has not made satisfactory progress regarding concerns. Additional recommendations will be made to the Director of Education/Superintendent of Human Resources.

## Comments

## 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.*

Employee's Signature \_\_\_\_\_ Date

Administrator's  
Signature \_\_\_\_\_ Date

Human Resources \_\_\_\_\_ Date

Updated: November 2019, July 2025  
Reviewed: October 2022