



# Employee Performance Improvement Plan

**Employee Information:**

Name: \_\_\_\_\_ R#: \_\_\_\_\_

Dept.: \_\_\_\_\_ Job Title: \_\_\_\_\_

**Section A: Expectations (Outline performance expectations. Attach additional pages if necessary.)****Section B: Unsatisfactory Performance (Describe how performance expectations have not been met.)****Section C: Action Plan (Outline steps to be taken to improve performance.)**

Employee	Supervisor	Follow-Up Due Date

**Scheduled Review** \_\_\_\_\_**Section D: Acknowledgement**

I acknowledge receipt of this performance improvement plan and discussion of its contents.

Employee Signature: \_\_\_\_\_

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

Supervisor / Manager Signature: \_\_\_\_\_

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

**DISTRIBUTION**

Original - Department File

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