Support Staff Performance Improvement Plan Template

(Complete separate form for each Quality Standard marked NI or U)

Employee Name: Enter name. Supervisor: Enter name. Date: Enter date.

Re: Performance Improvement Plan

This outlines your Performance Improvement Plan (PIP) to assist you in addressing the

Standards identified in your evaluation of Enter date. marked:

 [ ]  Needs Improvement [ ]  Unsatisfactory

The PIP includes:

* The Quality Standard(s) marked “needs improvement” or “unsatisfactory” identified by specific indicators
* The plan to correct deficiencies
* Required resources or activities
* Dates for subsequent observations, conferences, and/or meetings to monitor your progress on the PIP
* Date by which improvement is required

It is your responsibility to access resources and carry out these and/or other strategies to improve your performance in the identified Quality Standard.

**Quality Standard No**.: Number. Click here to enter

**Text of Standard**:Click here to enter

 Improvement Objectives, Indicators Needing Improvement:

Click here to enter

 Plan for Satisfactory Performance:

Click here to enter

Dates to monitor your progress on this plan:

Enter date. Enter date. Enter date. Enter date.

Date by which improvement is required: Enter date.

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

Signature of Employee Employee ID # Date

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

Signature of Evaluator Date

Original to Human Resources

Make copies for Evaluator and Employee