

Employee Name:	
Position Title:	
Date:	

The purpose of this performance improvement plan is to notify you that your work performance is not at satisfactory level, identify areas of concern, reiterate expectations, and to allow you the opportunity to demonstrate improvement in and commitment to your work performance.

Areas of Concern
List specific concerns with the employee's performance:

Observations, Previous Discussions or Coaching
Identify specific behaviours which have been observed and note previous discussions and coaching which have taken place:

Goals to accomplish/expected results	
List the specific goals/expectations related to areas of concern to be addressed and improved:	
1.	
2.	
3.	
4.	
5.	
6.	

Steps and activities to achieve goals

List specific steps or activities which must be taken to reach each goal, including timelines for each:

Goal #	Activity	How to accomplish	Completion Date

Resources

Identify resources which will be provided to assist the employee to achieve the expected results/goals. This may include time with the supervisor or other mentor or resource person, training or other materials or supports:

Expectations

Effective immediately, you are being placed on this performance plan for ____ months. We will meet a minimum of once every 30 days to review and discuss your progress. During this time, you will be expected to make regular progress on the goals outlined in this plan and to bring your performance to an acceptable level. Failure to meet these expectations may result in further consequences, which could include termination of employment. Should you have any concerns or questions regarding this plan, please follow up with me directly.

Dates for progress review check-ins

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Progress/Notes: First Check-in

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Progress/Notes: Second Check-in

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Progress/Notes: Third Check-in

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Employee Signature:**Date:**

Supervisor/Manager Name:**Supervisor/Manager Signature:****Date:**
