

Staff Performance and Development Review

Performance Improvement Plan

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|-----------------|----------------------|---------------------|--|----|---|
| Employee Name: | <input type="text"/> | Review Period: from | <input type="text" value="Jan 1, 20__"/> | to | <input type="text" value="Dec 31, 20__"/> |
| Employee IRIS#: | <input type="text"/> | Position Title: | <input type="text"/> | | |
| Department: | <input type="text"/> | Supervisor: | <input type="text"/> | | |

Performance Improvement Plan (PIP): *This form is required for employees receiving an overall rating of **Unsatisfactory/Not Eligible for Across the Board increase**. (To be completed by supervisor)*

List the performance factor(s) from the Annual Performance Review form that require attention and describe the specific improvement(s) needed for the employee to Fully Achieve Expectations.

Job Standards Requiring Improvement (Define the problem):

Specific Improvement Needed (Identify what needs to be done differently):

Steps to Achieve this Improvement (Training, equipment, feedback, timeline, etc.):

Employee Comments:

Follow-up Discussions & Status:

- (1)
Date Resolved: Yes No
- (2)
Date Resolved: Yes No
- (3)
Date Resolved: Yes No

Signatures:

By signing below, I acknowledge that I have participated in the Performance Improvement Plan process and have received a copy of the plan.

- (1) _____
Supervisor's Signature Date
- (2) _____
Signature of next level Administrator Date
- (3) _____
Employee's Signature Date