

# Performance Improvement Plan

For:

Date:

1. Specific job element and performance standard addressed. (only one element per sheet)
2. Specific examples of how the employee is failing to meet this element.
3. How the employee may improve.
4. What supervisory assistance and guidance will be given the employee.
5. Statement of consequences.
6. Performance Review Schedule Date:  Date:

Notes:

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

Supervisor Signature: \_\_\_\_\_