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## ***PERFORMANCE IMPROVEMENT PLAN***

Employee's Name: \_\_\_\_\_ Manager's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's summary of employee key behaviors that are not being performed to a level that contributes to achieving the Desired Performance Level:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

ACTIVITIES TO ACHIEVE DESIRED PERFORMANCE LEVEL	PRIORITY LEVEL (1-5)*	TARGET DATE	NEEDED RESOURCES

\* A Priority Level of 1 is interpreted as being the most important issue to address.

***I acknowledge that I must demonstrate immediate, significant, and sustained improvement in my performance to a satisfactory level. Failure to attain satisfactory performance may lead to additional corrective action up to and including termination.***

Employee's Signature \_\_\_\_\_ Manager's Signature: \_\_\_\_\_