




# Performance Improvement Plan




State performance to be improved; be specific and cite examples.



State the level of work  
performance expectation and  
that it must be performed on  
a consistent basis




Identify and specify the  
support and resources you  
will provide to assist the  
employee



Communicate your plan for  
providing feedback to the  
employee.



Specify meeting times, with  
whom and how often.



Specify the measurements you  
will consider in evaluating  
progress.



Specify possible consequences  
if performance standards are  
not met.





Provide sources of additional information such as the Employee Handbook.

# An Exercise

- Use given formats
- Discuss
- Follow the step as suggested