



PERFORMANCE IMPROVEMENT PLAN

Employee's Name:

Title:

Supervisor:

Department:

SUMMARY OF PERFORMANCE CONCERNS:

Describe the employee's performance that needs improvement and the general timeframe that the performance has been a concern. Provide enough detail/specific information so that concerns are clear. Note previous coaching efforts.

Please provide a bullet list of concerns:

-
-
-
-
-
-

SUMMARY OF PERFORMANCE EXPECTATIONS/ACTION PLAN:

Describe the performance improvement goals agreed upon. Use SMART goals: Specific, Measurable, Attainable, Relevant, and Time-bound. Describe specific training or resources that may support performance improvement.

Please provide a bullet list of goals:

-
-
-
-
-

TIMELINE FOR PERFORMANCE IMPROVEMENT:

This performance improvement plan will be in effective from today through REPLACE TEXT: Typically 30-60 days . I will meet with you REPLACE TEXT: Be as specific as possible- weekly/bi-weekly during this timeframe to evaluate and communicate progress towards performance expectations noted above.

EMPLOYEE COMMENTS

Alfred University



Failure to provide an immediate and sustained improvement in performance may result in disciplinary actions up to and including termination of employment.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Secondary Supervisor's Signature: _____

Date: _____

FOLLOW UP AFTER PROBATIONARY PERIOD:

Supervisor's Initials/Date PIP Outcome

Successful completion _____
Supervisor Signature

_____ Date

Unsuccessful Completion _____
Supervisor Signature

_____ Date