

Performance Improvement Action Plan
(Submit separately to Human Resources)

Employee Last Name	Employee First Name	Job Title
Supervisor Name	Department/Agency	Time in Current Position

When an employee receives a rating of "Improvement Needed" in one or more areas of responsibility, an Action Plan must be completed. Area(s) in which improvement is needed should be documented and an improvement plan should be developed. Enter date of completion after the employee meets the requirement(s).

Below is an example of a properly completed action plan:

Performance Area: Seeks professional development and shows evidence of professional growth.
 Action Plan: Employee will attend on IT class related to job responsibilities.
 Deadline: January 1, 2010 Date Completed: _____

Performance Area:

Action Plan:

Deadline: _____ Date Completed: _____

Performance Area:

Action Plan:

Deadline: _____ Date Completed: _____

Performance Area:

Action Plan:

Deadline: _____ Date Completed: _____

Performance Area:

Action Plan:

Deadline: _____ Date Completed: _____