



Unified Government Human Resources Guide

Effective 04-01-05

PERFORMANCE IMPROVEMENT PLAN (Use 1 form per deficiency)

Employee Name: _____

Classification: _____

Supervisor: _____

Department: _____

Directions: Performance Improvement Plans will be developed for performance evaluations rated "Does Not Meet Requirements" by the supervisor with involvement of the department head. The purpose of the plan is to improve in the area identified during the performance appraisal. The plan is to specify area of deficiency, identify activities designed to strengthen the employee's performance, and indicate expected outcomes. A separate form should be used for each area of deficiency and signed by the employee, supervisor, division head (where necessary) and department head.

Area of Deficiency:

Activities Designed to Improve Performance:

Timeline:

Indicate the date the performance improvement plan begins and the date that the area of deficiency is expected to be resolved.

Beginning Date	Ending Date
_____	_____



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Expected Performance Outcomes:

Signatures and Approvals:

Employee Date

Supervisor Date

Division Head Date

Department Head Date