

**Performance Action Plan**

The purpose of this document is to specify and clarify concerns we have regarding your job performance and/or workplace behaviors. The intent of this action plan is to help you successfully improve your performance/behavior to meet or exceed expectations.

Below you will see the performance/behavior areas that are currently missing the target and need improvement. We’ve listed expected actions and changes we need to see from you in order to improve your performance/behavior and meet minimum expectations for satisfactory job performance in this area of concern.

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| **Employee Name:** | **Employee Dept:** |
| **Employee Position Title:** | **Discussion Date:** |
| **Supervisor Name:** | **Supervisor Position Title:** |

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| **Reason for this plan***Supervisor/Manager: Please describe the performance and/or behavior concerns, including specific examples.* |
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| **Performance/Behavior expectations and actions to improve***Supervisor/Manager: Please provide clear, specific expectations that need to be met and actions required to meet those expectations.* |
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| **Tools and Resources***Supervisor/Manager: As applicable, list tools and resources that will be available to help the employee achieve expected improvement.* |
| **Tool or Resource** | **Anticipated outcome** |
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| **Progress Checkpoints:** *The following schedule lists dates that the employee and supervisor will connect. The Notes section will be updated and progress of improvement will be evaluated during each meeting.* |
| DATE | NOTES |
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| **Timeline for improvement and additional actions** |
| This performance action plan is effective immediately and spans the next [XX] calendar days. During this time, you are expected to make regular and clear progress on the plan we’ve outlined above. Our goal is to see your performance improve significantly. However, failure to meet the outlined performance expectations, or any display of gross misconduct will result in further action, up to and including possible termination. Your improvement must be sustainable. Therefore, failure to maintain performance expectations after the completion of the action plan may result in additional action, up to and including possible termination.  |

Supervisor’s signature Date signed

*I acknowledge that I have received notification of the expectations set forth in this Performance Action Plan*

*Employee’s signature Date signed*

Send copy of signed document to the Office of People and Culture.