



Job Performance Improvement Plan

(Required When Job Performance is Rated as Unacceptable)

revised 1/9/04

Employee Name		Department	
Supervisor		Date Prepared	

This Job Performance Improvement Plan is for the purpose of addressing unacceptable job performance. This Plan is intended to identify those outcomes and behaviors which are required in order to achieve an acceptable level of performance.

In the space below, please give a description of Performance Deficiencies:

In the space below, please list the specific standards, goals and objectives to be accomplished within a specified time frame.

In the space below, state the consequences of not achieving the specified expectations:

Supervisor Signature		Date	
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