COMMONWEALTH OF PENNSYLVANIA

Employee Performance Improvement Plan

Employee Supervisor

Job Title Agency/Organization

Improvement Plan Begin Date Improvement Plan End Date

This Employee Performance Improvement Plan addresses specific aspects of your performance that have been below expectations. The objective of the plan is to *help you succeed* by clarifying expectations, monitoring, and measuring performance, and providing specific performance feedback. Items contained in this plan are subject to modification as necessary. At the conclusion of the plan, your performance will be formally reviewed, rated, and appropriate action taken.

Specific tasks or responsibilities to be improved:

Expected level of performance (performance standards) for specific areas to be improved:

Scheduled dates of incremental progress reviews:

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**Terms of Agreement**

You are being given a reasonable opportunity to improve your work performance because we believe that the situation can be corrected by your conscientious effort. This Employee Performance Improvement Plan is given to you so that you will have an opportunity to correct the situation described.

**Once your performance is at an acceptable level, you will be expected to continue in that fashion. A reoccurrence of the performance cited above may result in disciplinary action up to and including termination.**

If you have any issues that you would like to discuss, please do not hesitate to contact me. I will support you in your efforts to remedy any work-related problem. In addition, you are encouraged to utilize the services of the State Employees Assistance Program by calling 1-800-692-7459. We want to help you become and stay productive.

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

Instructions for Employee Performance Improvement Plan

A Performance Improvement Plan is a document that describes an employee’s demonstrated performance shortfalls and provides a time-bound plan for attaining the desired level of performance. The supervisor creates the plan and is encouraged to consider inputs from the affected employee. Oversight by the reviewing officer and agency’s Labor Relations Coordinator promotes consistency and fairness across the agency.

To complete the Performance Improvement Plan:

Step 1. Fill out the heading information, including employee and supervisor names, job and agency data, and the beginning and ending dates of the plan. Duration of a plan is typically between 30 and 90 days.

Step 2. Describe the specific tasks or responsibilities to be improved. Aspects of the employee’s performance that meet or exceed performance standards should not be listed.

Step 3. Define the expected level of performance. Performance standards should be specific, measurable, achievable, realistic, and time-bound.

Step 4. Determine how frequently follow-up meetings will occur between the supervisor and employee. Annotate the dates of scheduled progress reviews.

Step 5. Contact the reviewing officer and agency Human Resources Office to review the plan before it is presented to the employee. Adjust the plan if warranted.

Step 6. Meet with the employee to discuss his or her performance to date. Ensure the employee understands the performance standard(s) and how they are measured. Provide examples of the employee’s previous performance, and explain why performance did not meet the standard(s). Express your confidence that the employee has the ability to succeed.

Step 7. Have the employee sign and date the document.

Step 8. Sign and date the document. Make a copy for the employee, and keep the original for your files.