**Improvement Plan**

**Employee Name:**

**Administrator/Evaluator:**

**Position and Location:**

**Date:**

**Attendees:**

<table>
<thead>
<tr>
<th>Description of Growth Needed (relate to specific evaluation area of concern)</th>
<th>Specific, measurable targets for improved performance</th>
<th>Data Source/Measurement</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example:</strong> Confidentiality</td>
<td>Example: Mr. Smith maintains confidentiality of all student records at all times. This includes in writing and verbally with other employees, students, or community members.</td>
<td>Example: Weekly meetings with supervisor.</td>
<td>Example: -Department Handbook -Supervisor -Mentor</td>
</tr>
</tbody>
</table>

**Comments:**

By ____________, a determination will be made about next steps with this Improvement Plan:

- Successful completion of Improvement Plan, no further action needed.
- Continuation of new/revised Improvement Plan.
- Consideration for termination of employment

________________________________________  __________________________  __________________________  __________________________