

Improvement Plan

Employee Name:

Administrator/Evaluator:

Position and Location:

Date:

Attendees:

Description of Growth Needed (relate to specific evaluation area of concern)	Specific, measurable targets for improved performance	Data Source/Measurement	Resources
Example: Confidentiality	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.	Example: Weekly meetings with supervisor.	Example: -Department Handbook -Supervisor -Mentor

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

Employee Name

Date

Supervisor Name

Date