Performance Improvement Plan Template

This document is designed to support the growth and development of student employees and/or interns or fellows who are experiencing performance concerns. The goal of this document is to provide feedback for areas of concern and a clear pathway to resolution.

Student Name:

Supervisor Name:

Date of Initial Performance Improvement Plan:

# AREA(S) OF CONCERN

* Absence
* Timeliness
* Initiative
* Teamwork
* Quality of Work
* Communication
* Peer/Coworker Interaction
* Other:

# DETAILED DESCRIption of the area(s) of concern

# ACTIONS TAKEN

* Stage One: Verbal Warning – Date:
* Stage Two: Written Warning – Date:
* Stage Three: Mediated Conversation – Date:
* Termination (if applicable) – Date:

# detailed improvement plan

# student input

# timeline

Please plan to meet as outlined in the follow-up schedule below.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Meeting Lead | Progress | Notes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Progress is rated as follow:

* Good: All requirements met to date with good quality
* Fair: Some requirements met and/or fair quality
* Poor: Few requirements met and/or poor quality

# acknowledgement of receipt

Supervisor certification

* I hereby acknowledge that I have spoken with the above-named student regarding the violation(s) outlined above, and further, that I have advised the student of said violation(s) and acknowledge that the student has been warned through the use of this form.

Supervisor Name: Date:

Supervisor Signature:

Student certification

* I hereby acknowledge that I have been advised of above-mentioned violation(s) through the use of this form. I further acknowledge that I have been informed of any disciplinary actions to be taken.

Student Name: Date:

Student Signature: