

Northeastern State University Performance Improvement Plan

This performance improvement plan (PIP) is to document the constructive discussion between the employee and supervisor concerning the work performance, work behavior, attitude or attendance standards that must be improved. It is used when a performance appraisal rating is 2.0 or below and/or the rating does not meet some expectation or is consistently below expectations. The PIP is an opportunity for the employee to meet the expectations established by the supervisor within a specific time period. Standards and expectations must be met in the designated period and sustained throughout continued employment. Standards which are not met at the expected level and sustained during employment will be documented and may lead to disciplinary action up to and including separation of employment.

Employee Name		Employee Position	Employee Department
Date of Last Performance Review	Date of Today's PIP	Date for Follow-up Review	Supervisor's Name
Summarize the performance, behavior, attitude or attendance standard(s) that needs to be changed.			
Describe changes to be made to reach the expected standard of performance, behavior, attitude or attendance.			
Identify the activities, resources, specific training or actions to be taken by the employee for improvement.			
List how the supervisor will assist the employee.			
Target Date for Improvement	Expected Results		
Target Date for Improvement	Expected Results		
Target Date for Improvement	Expected Results		
Target Date for Improvement	Expected Results		
Employee Signature			Date
Supervisor Signature			Date

