Improvement Plan

Name:			
Pos	ition: Date:		
Supervisor(s):			
1.	Identify specific areas of performance deficiencies.		
2.	List specific measurable goals for improving each deficiency listed above.		
3.	Identify professional development and/or activities necessary to accomplish the goals. Include the person(s) responsible, supervisor, for each activity.		
4.	Identify a timeline for completion of each goal in the Improvement Plan. Include target dates for intermediate checkpoint meetings.		
5.	Identify the evidence that will be used to evaluate growth and improvement for the identified deficiencies / areas of growth.		

Proposed Checkpoint Meeting Log

Supervisor will develop and list a proposed checkpoint meeting schedule to review the plan. As checkpoint meetings occur, employee and supervisor will provide a summary of discussions and, if appropriate, evidence collected.		
Staff Developer's Signature	Date	
Supervisor's Signature	Date	
Improvement Plan Completion - Level at whi	ich the employee has completed the plan Unsatisfactory	
Comments:		
Staff Developer's Signature	Date	
Supervisor's Signature	Date	