



Performance Improvement Plan

Name	Supervisor	
Position	Date Started Plan	Date to Check Progress

Directions: 1) Identify development objectives. 2) Write an action plan consisting of development activities/experiences. 3) Identify the involvement of others required. 4) Determine target dates and date to check progress

Step 1: Development Objectives	Step 2: Action Plan	Step 3: Involvement of Others	Step 4: Target Date/Follow-Up Timeline Follow-Up Notes
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We want you to succeed and I am committed to meeting with you weekly to provide direction and assess your progress. I expect you to demonstrate immediate improvement and sustain a satisfactory level of performance or you will be subject to further disciplinary action up to and including termination. If you have any questions, please let me know.
I have read and fully understand this action

District Manager

Signature Date

Signature Date

Follow - Up:
Initials/Date
Initials/Date
Initials/Date
Initials/Date