

Classified Personnel Evaluation

Performance Improvement Plan

NOTE: A performance improvement plan shall be jointly developed by the supervisor and staff member For any area that needs improvement or for any unsatisfactory rating received on the classified personnel evaluation. A performance improvement plan may also be developed if immediate changes/actions are needed.

Name: _____ Date: _____

1. Identified Performance concern(s) _____

2. Explanation of Concern (s) _____

3. Recommended Procedure for Performance Improvement _____

4. Assistance Procedure Provided by Immediate Supervisor _____

5. Time Frame for Performance Improvement _____

Planning Conference:

Evaluator's Signature *Date*

Employee's Signature *Date*

Assessment Conference:

Performance Concern (s) have been met. YES NO

Comments: _____

Evaluator's Signature *Date*

Employee's Signature *Date*