

Employee Performance Improvement Plan

Name: _____ Position: _____ Store: _____ Date to Position: _____ Date of Hire: _____

Managers Name: _____ Title: _____

Improvement Plan #1.

What needs to be done differently? (Specific actions, behaviors the employee must demonstrate)	How will the Employee accomplish these changes?	How will performance be measured? (What is the goal, who/what will measure?)	By when should we see improvement?

Improvement Plan #1 Follow-up

Follow-up	Manager Comments	Managers and Employees Initials
1 st Follow-up Date _____ <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Does Not Meet		
2 st Follow-up Date _____ <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Does Not Meet		
3 st Follow-up Date _____ <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Does Not Meet		

Improvement Plan #2

What needs to be done differently? (Specific actions, behaviors the employee must demonstrate)	How will the Employee accomplish these changes?	How will performance be measured? (What is the goal, who/what will measure?)	By when should we see improvement?

Follow-up	Manager Comments	Managers and Employees Initials
1 st Follow-up Date _____ <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Does Not Meet		
2 st Follow-up Date _____ <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Does Not Meet		
3 st Follow-up Date _____ <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Does Not Meet		

Improvement Plan #3

What needs to be done differently? (Specific actions, behaviors the employee must demonstrate)	How will the Employee accomplish these changes?	How will performance be measured? (What is the goal, who/what will measure?)	By when should we see improvement?

Improvement Plan #3 Follow-up:

Follow-up	Manager Comments	Managers and Employees Initials
1 st Follow-up Date _____ <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Does Not Meet		
2 st Follow-up Date _____ <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Does Not Meet		
3 st Follow-up Date _____ <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Does Not Meet		

Employee must implement the plan as noted. Follow up visits and/or weekly touch base conversations will occur to assess progress. The behavior expectations above must be immediate and sustained. Failure to do so will result in corrective action up to and including termination.

Manager (signature)

Date

Employee (signature)

Date