

**EASTERN MICHIGAN UNIVERSITY
PERFORMANCE IMPROVEMENT PLAN**

Identify items below (competencies, behaviors, project assignments, expected quality and/or indicators, self-development objectives, etc.) in which the employee has not met expectations. Expectations of satisfactory completion of each item should be as specific as possible. Standards of quality, quantity and timeliness should be stated clearly, as feasible. A meeting with the employee should then be arranged with the employee to communicate the plan. Additional follow-up meetings should be scheduled at that time to review progress and provide additional coaching or counseling as appropriate. Use additional separate sheets as necessary.

Next scheduled progress review meeting is scheduled for: _____.

SIGNATURE

DATE

Employee's Supervisor: _____

Next level supervisor: _____

Employee: _____

Retain copy in department, provide copy to employee and forward original for personnel file: Human Resources/Employment, 140 McKenny Hall.