

Performance Improvement Program Proposal

1. Employee Information

Employee Name

Position/Title

Department

Manager/Supervisor

Date

2. Performance Area(s) for Improvement

Describe performance areas that require improvement...

3. Performance Goals

Detail specific, measurable goals for improvement...

4. Action Plan

Outline steps and resources/support to achieve goals...

5. Timeline

Specify deadlines, follow-up, and review dates...

6. Monitoring & Evaluation

Describe process for monitoring progress and evaluating outcomes...

7. Signatures

Employee Signature

Manager/Supervisor Signature