



Interim Review Improvement Plan

The *Interim Review Improvement Plan* should be completed during the Interim Review process or at any time during the review year if the supervisor considers the employee's level of performance to be less than Good.

The supervisor must meet with the employee, complete this form, obtain all required signatures, give the employee a copy and keep the original with the Performance Work Plan. At the end of the annual Performance Evaluation cycle, submit the original *Interim Review Improvement Plan* to Human Resources with the Performance Evaluation.

Employee's Name:

Department:

Supervisor's Name:

SUPERVISOR'S STATEMENT

For each Primary Job Responsibility or Dimension determined to be performed by this employee at a performance level of less than "Good", I have documented a plan to improve results or behavior. I have concluded the Interim Review discussion with the employee and provided him/her a copy of the *Interim Review Improvement Plan*. This form will be attached to the employee's Performance Appraisal at the end of the cycle.

Supervisor's Signature

Date



EMPLOYEE'S ACKNOWLEDGEMENT

I have had an Interim Review discussion of my performance with my supervisor. The plan to improve results or behaviors on this form has been discussed with me and I have been provided a copy.

Employee's Signature

Date



IMPROVEMENT PLAN

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| Primary Job Responsibility or Dimension: |
| Supervisor's Appraisal of Result or Behavior: |
| Plan to Improve Result or Behavior: |
| Employee Comments: |

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| Primary Job Responsibility or Dimension: |
| Supervisor's Appraisal of Result or Behavior: |
| Plan to Improve Result or Behavior: |
| Employee Comments: |

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| Primary Job Responsibility or Dimension: |
| Supervisor's Appraisal of Result or Behavior: |
| Plan to Improve Result or Behavior: |
| Employee Comments: |