MTSD - Performance Improvement Plan
(Template – adjust as needed)

(Complete for each Quality Standard marked NI or U)

To (Employee):

From (Supervisor): Date:

Re: Performance Improvement Plan

This outlines your Performance Improvement Plan (PIP) to assist you in addressing the Standards identified in your evaluation of (date) marked: Needs Improvement or Unsatisfactory.

It is your responsibility to access resources and carry out these and/or other strategies to improve your performance in the identified Quality Standard.

Quality Standard (insert text):

Indicators Needing Improvement:

Specific Improvement Objective(s),

Plan for Satisfactory Performance (Specify required resources or activities):

Dates to monitor your progress on this plan:

Date by which improvement is required:

Signature of Employee Date

Signature of Evaluator Date

Original to Human Resources with copies for Evaluator and Employee