



Grand Valley State University
Office of Student Employment
PERFORMANCE IMPROVEMENT PLAN

INSTRUCTIONS

This document has been developed to assist the supervisor in outlining critical objectives, strategies and desired outcomes necessary for the employee to succeed in his/her job.

KEY:

Current Unacceptable Behavior/Performance: Supervisor should list clearly and concisely the behavior or performance that is unacceptable, (i.e., poor customer service skills).

Acceptable Behavior/Performance: Supervisor should list the acceptable behavior or performance, (i.e., employee must exhibit helpful, cooperative attitude when servicing customers).

Action to be Taken by the Employee: The employee should provide suggestions on how to improve his/her current behavior/performance. This should be discussed and agreed upon by both the employee and the supervisor, with the final action listed in the performance improvement plan document.

Support to be Provided by the Supervisor: The supervisor will provide suggestions to the employee on how he/she will assist the employee.

Dates/Times for Weekly Meetings to Monitor Progress. The supervisor and employee should meet no less than once a week to discuss the employee's progress, problems that arise during the week and goals for the coming week.

Completion Date: A completion date should be determined by the supervisor. This information should be shared with the employee. The Student Employment Office recommends that the performance improvement plan should be in effect no less than 2 weeks and no more than 3 months. The completion date should be determined by the severity of the behavior or performance that needs correcting. The employee should be made aware of the consequences if their behavior/performance does not improve.

Date: _____

Supervisor Name: _____ (Please Print)

Employee Name: _____ (Please Print)

Supervisor Name: _____ (Signature)

Employee Name: _____ (Signature)

NOTE: Once the Performance improvement plan has been established and agreed upon, the supervisor should retain the original and give a copy to the student employee.

PERFORMANCE IMPROVEMENT PLAN

THIS DOCUMENT SHOULD BE PREPARED IN CONJUNCTION WITH A WRITTEN OR A FINAL WRITTEN COUNSELING FORM.

Current Behavior(s) or Performance(s) Needing Improvement	Acceptable Behavior(s) or Performance(s)	Action(s) to be Taken by the Employee	Assistance to be Provided by the Supervisor	Dates/Times for Weekly Meetings to Monitor Progress	Completion Date (no less than 2 wks/no more than 3 mos)

NOTE: The Original of this document should be retained by the supervisor and a copy should be given to the student employee.