

IDAHO DEPARTMENT OF CORRECTION

Sample Performance Improvement Plan

Note: This document reflects the standard format that must be used when an employee's performance is below expectations.

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|--------------------------------|-----------------------|------------------------|
| Name: (First, MI, Last) | Job Title: | Job Location: |
| | Employee ID #: | Date Conducted: |

Step 1: Write down the goals, related to the performance issues, for improving the employee's performance. (**Note:** Performance related issues will most likely be documented on the employee's *Performance Feedback Worksheet* or *Employee Performance Review* as "DNA" (does not achieve performance standards).

Improvement Goals:

1. Effectively communicate with co-workers and customers
2. Improve my attendance – arriving to work on time and leaving at the approved time
3. Complete required number of cell searches each week

Step 2: List two (2) to three (3) activities that will help the employee achieve each goal. Be sure to specify how and when each activity will start **and** the completion date.

Goal 1: Effective communication

Activity 1: Attend the State Training on "Communicating Non-Defensively" and "Communicating At Your Best"

How to Accomplish: Register for the interdepartmental classes

Starting Date: Tomorrow, September 29th

Date of Completion: Next month, (dates of seminars)

Activity 2: Practice your communications skills

How to Accomplish: Gain a clear understanding of other's views and perspectives. Consider benefits of other's ideas and suggestions, be open to options and make compromises, do not put down others or talk behind their back, apply the techniques you learn in the training.

Starting Date: Today

Date of Completion: Continual

Goal 2:

Goal 3:

Step 3: List any resources the employee will need to complete the activities. (**Note:** Resources may include other people's time or expertise, funds for training materials and activities, or time away from your usual responsibilities).

Resources:

1. Department funding for the courses
2. Contacts with co-workers and customers
3. Feedback from immediate supervisor

Step 4: Using two (2) to three (3) indicators, when possible, indicate how the accomplishment of each improvement goal will be measured.

Measurement Criteria:

1. Completion of all of the course sessions
2. Fewer complaints and positive feedback from peers and customers
3. Noticeable improvement in team activities and communication

Step 5: Identify ways in which the immediate supervisor will support the employee's activities.

Management Support:

1. By providing the funds for the courses
2. Providing the time away from work to attend the courses
3. Providing constructive feedback and appreciation for the corrected behavior

Step 6: Describe when and how progress checkpoints will occur **and** what improvement activities will be completed or discussed at that time. (**Note:** The type of follow-up may consist of memos, phone calls, meetings, etc.)

Progress Checkpoints:

Checkpoint 1

Date: November 5th

Time: 10:00 a.m.

Type of Follow-up: Meeting

Progress Expected: Communicating Non-Defensively and Communicating At Your Best courses completed. Noticeable change in your behavior and communication with co-workers and customers.

Activity change/addition (if needed):

This plan was designed to assist you toward meeting expectations in these areas. It must be understood that further performance below expectations is unacceptable and will be subject to further disciplinary action.

Employee's Signature: _____

Immediate Supervisor's Signature: _____