

**PERFORMANCE IMPROVEMENT PLAN FOR NON-TEACHING PROFESSIONAL STAFF**  
**(Optional Format)**

Name \_\_\_\_\_

Department \_\_\_\_\_

Job Title \_\_\_\_\_

The Performance Improvement Plan must be completed for Non-teaching Professional Staff Members who receive a needs improvement or unsatisfactory rating on their evaluation. The use of this format for the Performance Improvement Plan is optional. However, the supervisor must develop a plan and identify the areas in which the candidate must show improvement, and outline the strategies that the employee may utilize in order to improve his/her performance in those areas. The employee and supervisor must sign the document, and a copy must be provided to the employee and to the Office of Human Resources.

If job performance in the identified area has not improved to a level that can be designated as satisfactory in the next evaluation cycle, the employee may not be recommended for renewal at that time.

<b>PRIORITY RANK</b>	<b>OBJECTIVES</b>	<b>OUTCOMES</b>	<b>STRATEGY FOR ACHIEVING OUTCOMES</b>	<b>TIMELINE</b>	<b>COMMENTS</b>

Candidate \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_