

Section I: Employee Information

EMPLOYEE'S NAME	LAST	FIRST	MIDDLE INITIAL
JOB TITLE:		SERVICE TYPE/GRADE:	RATING PERIOD:
AGENCY NAME/AGENCY CODE:		SUPERVISOR/RATER NAME:	
DTE ISSUED:			

Section II: Information

This *Performance Improvement Plan (PIP)* is to inform the employee named above that his/her job performance fails to meet the minimum requirements of the position and to provide the employee with an opportunity to improve job performance in the specific areas described.

If the employee fails to improve his/her job performance and/or meet required standards by the specific time period, the employee may receive a performance rating of "Inadequate Performer," and/or may be subject to reassignment, demotion or removal.

NOTE: The supervisor must document, in the following sections, only those areas that are observed to be below the "Valued Performer" (3) rating level.

Instructions:	
Core Competencies	These are the core competencies for each employees. Place a check next to the goals where improvement is needed.
Desired Outcome to Monitor	Describe the performance standard the employee is expected to exhibit in order to demonstrate the desired improvement. There are likely several outcomes (intermediate steps) for each competency.
Action Plan to Improve Performance	Describe the action steps the employee should take to achieve the desired outcome.
Results to Measure	Describe what behaviors will be observed to monitor improvement
Frequency of Monitoring	Identify how frequently performance on this specific element will be documented/monitored.

WHAT?	HOW?		Results to Measure	WHEN?
Core Competencies (check only those that apply)	Desired Outcome	Action Plan to Improve Performance		Frequency of Monitoring
☐ COMMUNICATION Presents ideas and information verbally and in writing in a clear, concise manner. Shares information with and informs others on a timely basis using appropriate and easily understood language. Able to articulate agency mission and goals.				
☐ CUSTOMER SERVICE Partners with internal and external customers to provide quality service. Demonstrates consistent and continual adherence to all prescribed District customer service goals and standards. Treats all customers in a professional and courteous manner.				

WHAT?	HOW?			WHEN?
Core Competencies (check only those that apply)	Desired Outcome	Action Plan to Improve Performance	Results to Measure	Frequency of Monitoring
☐ ACCOUNTABILITY Leverages knowledge of agency and District government vision, mission, and values to consistently execute duties and responsibilities. Capable of seeing the impact that day-to-day work has on the work of the team, agency, and District government overall.				
☐ GOAL ATTAINMENT Demonstrates personal responsibility for ensuring the completion of work assignments as prescribed. Uses District supplies, equipment, vehicles, uniforms, technology, etc. in an efficient manner, and appropriately reuses and discards these items.				
☐ JOB KNOWLEDGE Exhibits an understanding and knowledge of profession. Works to improve job knowledge by taking courses, becoming certified or licensed, maintaining certification or licensure, attending conferences, seminars, seeking out a mentor, etc.				
☐ LEADERSHIP Creates and nurtures a performance-based culture that supports efforts to realize the District government's mission and accomplish its goals. Inspires, motivates, and guides others, & partners with others to ensure goals are met				
☐ OPERATIONAL AND STRATEGIC PLANNING Contributes to the development, execution, and evaluation of the agency's strategic plan. Displays a keen awareness of and attention to short and long term goals, stakeholder interests, and exploring opportunities for cross-agency collaboration.				
☐ MANAGEMENT OF OTHERS Identifies potential in others. Provides ongoing feedback to improve performance. Encourages meaningful career development opportunities for staff. Conducts full scope of performance management responsibilities to ensure a well-functioning staff.				

Instructions:	
Deficient S.M.A.R.T. Goals	List each of the employee's SMART goals on the approved [current] performance plan. Place a check next to the goals where improvement is needed.
Desired Outcome to Monitor	Describe the performance standard the employee is expected to exhibit in order to demonstrate the desired improvement. There are likely several outcomes (intermediate steps) for each goal.
Action Plan to Improve Performance	Describe the action steps the employee should take to achieve the desired outcome.

Results to Measure	Describe what behaviors will be observed to monitor improvement
Frequency of Monitoring	Identify how frequently performance on this specific element will be documented/monitored.

WHAT?	HOW?			WHEN?
Deficient S.M.A.R.T. Goals (check only those that are deficient)	Desired Outcome to Monitor	Action Plan to Improve Performance	Results to Measure	Frequency of Monitoring
☐ Goal #1 –				
☐ Goal #2 –				
☐ Goal #3 –				
☐ Goal #4 –				