TOOL #8 - ELEMENTS OF A PERFORMANCE IMPROVEMENT (CORRECTIVE ACTION) PLAN

The critical elements of an effective, monitored Performance Improvement Plan include:

- Clarify goals and goal requirements. Don’t leave any open questions about what is expected.
- Explain how current performance is falling short of expected performance.
- Refer to their performance appraisal.
- Specify the corrective action the employee must take to meet the standards. Set time limits.
- Provide regular feedback to employee about his or her performance.
- Establish consequences for failure to improve. Communicate these.
- Identify training needs, and encourage the employee to take the steps to have them met.
- Set specific dates for the completion of each action by you and by the employee, and for frequent follow-up reviews.
- Remember: While it is a manager’s role to provide clear feedback and guidance in this process, the employee owns the responsibility to take the necessary steps to correct the performance.

Here is a suggested template:

Performance Improvement (Corrective Action) Plan

Employee Name: _______________________
Performance Period beginning: __________
Manager Name: _______________________

- Performance Expectations
- How current performance is falling short
- Corrective action step(s)
- Expected completion dates or milestone dates
- Encourage employee input