



Human Resource Services

Improvement Plan Classified Personnel

(Confidential)

NAME:	DATE OF REPORT (mm/dd/yy):		
CLASSIFICATION:	SOCIAL SECURITY NUMBER:		
DEPARTMENT:	SCHOOL/OFFICE:		

Correcting Deficiency Instructions

The responsibility for correcting deficiencies is a mutual responsibility between the employee and the supervisor or unit administrator. If the evaluation is less than satisfactory, the supervisor or unit administrator shall take positive steps to assist in the correction of any cited deficiencies. Such action shall include a mutually developed work plan for improvement, as well as assistance in implementing such recommendations.

Area Needing Improvement of Performance

Improvement Plan / Recommendation (Plan must be for a minimum of 60 days.)

Timeline

Employee's Acknowledgement

Date

Evaluator's Acknowledgement

Date