



# Paul Smith's College

THE COLLEGE OF THE ADIRONDACKS

## Employee Improvement/Development Plan

|                          |                                  |
|--------------------------|----------------------------------|
| <b>To:</b><br>Name _____ | <b>From:</b><br>Supervisor _____ |
| Position _____           | Position _____                   |
| Department _____         | Date _____                       |

The above-named Employee was evaluated as "BELOW EXPECTATIONS" or "UNSATISFACTORY" in the Performance Evaluation dated \_\_\_\_\_. Please describe below the steps/actions which must be taken by the Employee in order to improve job performance.

| Steps/Actions | Timeframe for Completion |
|---------------|--------------------------|
| 1.            |                          |
|               |                          |
| 2.            |                          |
|               |                          |
| 3.            |                          |
|               |                          |
| 4.            |                          |
|               |                          |
| 5.            |                          |
|               |                          |
| 6.            |                          |
|               |                          |
| 7.            |                          |
|               |                          |
| 8.            |                          |
|               |                          |
| 9.            |                          |
|               |                          |
| 10.           |                          |
|               |                          |

In the event that significant progress is not made within  30 days /  60 days /  90 days (please check one) termination of employment will result.

\_\_\_\_\_  
Supervisor / Date

\_\_\_\_\_  
Employee / Date

Copy to: HR  
Employee