Carleton College
Performance Improvement Plan Follow-Up

Name: _____ Date: _____
Position: _____Dept. _____

Reference:
For Counseling dated:_____

1. Observation of employee's conduct - specific job performance/behavior issue to be addressed: (restated from Performance Improvement Plan)

2. Job performance/behavior standards expected in the future: (restated from Performance Improvement Plan)

3. Progress review – Is performance up to expected levels?

If performance/behavior standards do not continue in the future or have not been met, the following action will be taken:

Reviewed by: _____ Date: _____

I have read and received a copy of the above.

Signed: _____ Date: _____