

Carleton College
Performance Improvement Plan

Name: _____ Date: _____
Position: _____ Department: _____

Reference:

Previous counseling dated: _____

1. Observation of employee's conduct (Specific job performance/behavior issue to be addressed):

2. Reason for corrective actions (How does it affect our business operations, quality of the department, customer relations – internal and external, etc.):

3. Job performance/behavior standards expected in the future:

4. If the expected standards are not met, the following actions will be taken:

Further disciplinary action up to and including termination.

Action recommended by: _____

Date: _____ Approved by: _____

I have read and received a copy of the above statement.

Date: _____ Signed: _____

Employee comments: