

# Cornell University

## Staff Performance Improvement Plan

Use this form to plan specific steps for improving staff performance that does not meet established standards and expectations in one or more significant position requirements. It may be used during the performance review period when prior discussion/s of the need to achieve a specific level of performance or skill has not resulted in acceptable and sustained performance. It may also be implemented when a staff member receives an overall rating of "Needs Improvement" or "Fail to Achieve Expectations" on the annual performance dialogue. Once the plan is established, the supervisor will provide on-going and constructive feedback regarding performance. Failure to achieve and sustain required improvement may lead to formal disciplinary action.

<b>Staff Member:</b>	<b>Title:</b>
<b>Department:</b>	<b>Date:</b>

### PLAN FOR IMPROVEMENT:

<b>Position Responsibility/Skill/Behavior:</b> Describe the performance, skill ( <i>See Skills for Success</i> ), or behavior that must be improved to meet established expectation (be specific and cite examples where appropriate).	
<b>Required Results:</b> Explain, specifically, the required performance that must be demonstrated consistently, e.g., quality, quantity, cost, deadlines, demonstrated behavior, etc.	
<b>Actions to be taken to Achieve to Meet Standards/Expectations:</b> List specific actions that the staff member will take to correct performance as well as the support/resources the supervisor will provide.	
<b>Timeframe for Improvement:</b> Specify date for improvement to be made.	

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Next Level Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

**FOLLOW-UP REVIEW:**

A follow-up review should be conducted and documented during a period of up 30-90 days once the plan has been established. Initial review and documentation may take place sooner than 30 days and the duration of the plan may vary, depending upon the situation and the nature of improvement required. If performance plans are not resolved within 90 days, the supervisor should consult with their local human resources representative or a central Office of Human Resources staff and labor relations consultant. Failure to achieve and maintain improvement may lead to further disciplinary action, up to an including termination.

Dates of follow-up discussion: \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_

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**PERFORMANCE IMPROVEMENT PLAN STATUS:**

\_\_\_\_ Required improvement has been made.

\_\_\_\_ Required improvement has not been made.\* (Explain below)

\*Supervisor Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff Member Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Member's Signature \_\_\_\_\_

Date \_\_\_\_\_

Next Level Supervisor Signature: \_\_\_\_\_

Date \_\_\_\_\_

**Note:**

The staff member's signature acknowledges the discussion of this plan's contents and does not necessarily indicate their agreement with the supervisor's assessment. The supervisor should retain a copy of the plan and any subsequent revisions or other related documents for the department file, and provide the staff member a copy of the same.