

Performance Management Plan

Employee Information

Employee Name:

Date:

Employee ID:

Job Title:

Supervisor:

Department:

Disciplinary Level

Coaching

Oral Warning

Official Written Warning/Reprimand

Probation

Dismissal

Reason for Discipline

Policy/Procedure Violation

Unsatisfactory Work Performance

Behavior/Conduct

Absenteeism/Tardiness

Other

Details

Detailed description of unsatisfactory performance/conduct:

Plan for Improvement:

Scheduled Follow-up Date (if applicable):

Acknowledgement of Receipt

By signing this form, you confirm that you understand the information in this plan. You also confirm that you and your manager have discussed the unsatisfactory performance/conduct concern and a plan for improvement. If you do not agree with the information placed on the Performance Management Plan, you may submit a statement to your immediate supervisor to be attached to this form.

Employee Signature

Date

Supervisor Signature

Date