CORRECTIVE ACTIO	N PLAN TEMPI	Try Smartsheet for FREE
EMPLOYEE NAME	ROLE / TITLE	EMPLOYEE ID
SUPERVISOR	DEPARTMENT	DATE
AREAS OF CONCERN In what areas has the employee not met expe	ectations?	
PREVIOUSLY ADDRESSED IS Provide details of any previously addressed issu		e of discussions or training.
OBSERVATIONS		
PREVIOUS DISCUSSIONS		
ADDITIONAL TRAINING		
IMPROVEMENT GOALS		
Provide specific goals as they relate to areas o	of concern to be addressed and in	mproved upon.

GOAL#	GOAL DESCRIPTION	ISSUE ADDRESSED BY MEETING GOAL

EXPECTATIONS

To demonstrate progress	toward improvement goal	l achievement, t	he following perfor	mance standard	expectations must
be met					

EXPECTATION DESCRIPTION	

GOAL ACTIVITIES

List activities that will aid to achieve the improvement goals set above.

GOAL#	ACTIVITY	START DATE	PROJECTED DATE OF COMPLETION

RESOURCES

List resources available to complete goal activities; for example, training materials, training activities, seminars, peer mentoring, management support, etc.

RESOURCE NAME	DESCRIPTION OF RESOURCE

PROGRESS MONITORING

Provide an evaluation schedule to monitor progress of improvement activities.

FOLLOW-UP SCHEDULE

DATE SCHEDULED	ACTIVITY	CONDUCTED BY	DATE COMPLETED
	30-Day Review		
	45-Day Review		
	60-Day Review		
	90-Day Review		

PROGRESS BENCHMARKS

GOAL#	ACTIVITY	DATE OF CHECK	FOLLOW-UP METHOD phone, email, mtg.	EXPECTED PROGRESS	COMMENTS

TIMELINE FOR	IMPROVEMENT,	CONSEQUENCES, AN	D EXPECTATIONS

Provide a summary of any stipulations placed upon the performance improvement plan, consequences of insufficient effort, and any legal concerns, such as confidentiality as related to this document.					

SIGNATURES

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE

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