**[](https://www.smartsheet.com/try-it?trp=11714&utm_source=integrated-content&utm_campaign=/content/corrective-action-plan-templates&utm_medium=Sample+30-Day+Corrective+Action+Plan+doc+11714&lpa=Sample+30-Day+Corrective+Action+Plan+doc+11714)****30 DAY CORRECTIVE ACTION   
PLAN TEMPLATE – SAMPLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| GOAL The ideal outcome of the problem being addressed. | | | | Step 1 |
|  | | | |
| Employee will start every shift at their scheduled time. “On time” is defined as present and logged in within two minutes of the start of the scheduled shift. | | | | |
| ACTION ITEMS The steps required to reach the goal. | | | | Step 2 |
|  | | | |
| 1. Initial meeting to discuss expectations and answer questions  2. Meet with manager to discuss tracking employee’s time clock over next 30 days 3. Schedule weekly meetings with employee over the next 6 weeks | | | | |
| RESOURCES Anything needed to assist with reaching the goal. | | | | Step 3 |
|  | | | |
| 1. Employee Handbook | | | | |
| SCHEDULE The check-in points with employee. | | | | Step 4 |
|  | | | |
| Wk 1 | Discuss expectations and solutions to roadblocks for starting on time | Wk 4 |  | |
| Wk 2 | Review the first week of employee’s time clock data | Wk 5 |  | |
| Wk 3 |  | Wk 6 |  | |
| OUTCOME The final result. | | | | Step 5 |
|  | | | |
| Employee has successfully started their shift on time over the past 30 days.  No additional corrective action is needed at this time. | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PREPARER NAME | | SIGNATURE | | | DATE |
| Roslyn Kováč | |  | | | 00/00/0000 |
|  |  |  |  |  |  |
| EMPLOYEE NAME | | SIGNATURE | | | DATE |
| Romy Bailey | |  | | | 00/00/0000 |

|  |
| --- |
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