



List the standards that the employee rated below “3” on their current Performance Review. Describe the specific improvement that is needed to meet minimum expectations and time expected for improvement.

**Work Standard:**

*Statement of Actual Problem:*

*Specific Improvements Required:*

**Work Standard:**

*Statement of Actual Problem:*

*Specific Improvements Required:*

**Work Standard(s):**

*Statement of Actual Problem:*

*Specific Improvements Required:*

**Work Standard(s):**

*Statement of Actual Problem:*

*Specific Improvements Required:*

### Improvement Plan Summary

As the employee by signing below I am acknowledging that I have read and understand my Performance Improvement Plan and that if my improvement is not satisfactory to my Supervisor by the specified date, further corrective action will be taken up to and including termination.

**Plan Establishment Signatures:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Elected Official/Director: \_\_\_\_\_ Date: \_\_\_\_\_

### Follow-up Review

**Follow-up Review Date:**  
*(not to exceed 90 days of plan implementation date)*

**Performance Improvement:**

- Employee has achieved the required improvement described above and will be reevaluated again on their annual review date or at any point in the future in which performance begins to decline.
- Employee has not achieved the required improvement described above.  
*Standards not achieved are described below:*

**Suggested Action:**

- Written Warning
- Probation (*length not to exceed six months*)
- Suspension (*Dates: \_\_\_\_\_*)
- Termination (*Date Effective: \_\_\_\_\_*)

**Follow-up Review Signatures:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Elected Official/Director: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Your participation in this performance improvement plan does not guarantee any rights to continued employment with Wilson County. While participating in this improvement plan you may still be disciplined for violations of policy as set forth in the Employee Handbook.**