

CAPE PUBLIC SCHOOL DISTRICT No. 63
PERFORMANCE IMPROVEMENT PLAN (for Classified Employees)

The Performance Improvement Plan (PIP) should be used when an employee receives a rating of Does Not Meet on their annual performance evaluation. The PIP may also be used any time an employee's performance or conduct fails to meet the supervisor's expectations.

Employee Name _____

Last Evaluation Date _____

Supervisor _____

Position _____

Follow up Review Date _____

Department _____

Summary of performance or behavior(s) to be changed:

Expected changes to be made by employee to improve performance or behaviors:

Follow up Review to be completed by the supervisor 90 days after the initiation of the PIP.

Employee has satisfactorily improved performance or behavior.

Employee has not satisfactorily improved performance or behavior.

Comments

Signatures

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____