

## PERFORMANCE IMPROVEMENT PLAN

	PERFORMANCE PERIOD			
	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	
<b>PERFORMANCE NEEDING IMPROVEMENT</b>	<b>Start Date:</b> <div style="background-color: black; width: 100%; height: 1em; margin-top: 2px;"></div> <b>End Date:</b> <div style="background-color: black; width: 100%; height: 1em; margin-top: 2px;"></div>	<b>Start Date:</b> 1 <div style="background-color: black; width: 100%; height: 1em; margin-top: 2px;"></div> <b>End Date:</b> <div style="background-color: black; width: 100%; height: 1em; margin-top: 2px;"></div>	<b>Start Date:</b> <div style="background-color: black; width: 100%; height: 1em; margin-top: 2px;"></div> <b>End Date:</b> <div style="background-color: black; width: 100%; height: 1em; margin-top: 2px;"></div>	<b>SUPERVISOR COMMENTS</b>
Performance Improvement Area/Issue:  Failure to follow your supervisor's directives.  <b>GOAL:</b>  Follow your supervisor's directives. <ul style="list-style-type: none"> <li>• Adhere to directives and expectations provided by supervisor including but not limited to the following:               <ul style="list-style-type: none"> <li>○ Only move furniture after receiving preapproval from supervisor.</li> <li>○ Do not engage directly with vendors and receive prior approval from supervisor before ordering any materials / supplies.</li> <li>○ Do not request or modify technology without prior approval from supervisor.</li> <li>○ Do not change your work schedule without prior approval from supervisor.</li> <li>○ Receive approval from supervisor for any changes to program.</li> <li>○ Receive approval from supervisor for travel and attendance at resource fairs and outreach events.</li> </ul> </li> </ul>	<b>Met Goal?</b>  <input type="checkbox"/> Yes  <input type="checkbox"/> No	<b>Met Goal?</b>  <input type="checkbox"/> Yes  <input type="checkbox"/> No	<b>Met Goal?</b>  <input type="checkbox"/> Yes  <input type="checkbox"/> No	<b>Period 1:</b>          <b>Period 2:</b>          <b>Period 3:</b>          

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<p>Inappropriate communication with student staff.</p> <p><b>GOALS:</b></p> <ul style="list-style-type: none"> <li>Only talk with Student Needs Ambassadors if you're doing a warm hand-off for a student.</li> <li>When talking with students, stay within the scope of your authority (e.g., do not ask them to do things which are unrelated to receiving <span style="background-color: black; color: black;">[REDACTED]</span> services).</li> </ul>	<b>Met Goal?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Met Goal?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Met Goal?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Period 1:</b>  <hr/> <b>Period 2:</b>  <hr/> <b>Period 3:</b>

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<b>PERFORMANCE NEEDING IMPROVEMENT</b>	<b>Start Date:</b> [REDACTED]	<b>Start Date:</b> [REDACTED]	<b>Start Date:</b> [REDACTED]	<b>SUPERVISOR COMMENTS</b>
	<b>End Date:</b> [REDACTED]	<b>End Date:</b> [REDACTED]	<b>End Date:</b> [REDACTED]	
Performance Improvement Area/Issue:  Unauthorized absence  <b>GOALS:</b> <ul style="list-style-type: none"> <li>• Adhere to work schedule.</li> <li>• Remain on Campus, aside from lunch/breaks.</li> <li>• If running late, notify supervisor before your expected arrival time, with an update on your estimated time of arrival.</li> <li>• Receive written preapproval from supervisor for all program related travel, including attendance at fairs or other outreach opportunities.</li> <li>• Leave for lunch on time. If a visitor is requesting information at the time of your lunch, provide your email or take theirs, and ask them to contact you with any questions, or let them know when you'll be back.</li> <li>• Update the white board on your desk with your break return time, so visitors know when to expect you.</li> </ul>	<b>Met Goal?</b>  <input type="checkbox"/> Yes  <input type="checkbox"/> No	<b>Met Goal?</b>  <input type="checkbox"/> Yes  <input type="checkbox"/> No	<b>Met Goal?</b>  <input type="checkbox"/> Yes  <input type="checkbox"/> No	<b>Period 1:</b>      <b>Period 2:</b>      <b>Period 3:</b>