



DePaul University
Office of Student Employment
PERFORMANCE IMPROVEMENT PLAN

INSTRUCTIONS

This document has been developed to assist the manager in outlining critical objectives, strategies and desired outcomes necessary for the employee to succeed in his/her job. Prior to discussing a performance improvement plan with your student employee, managers should consult with a representative from the Office of Student Employment.

KEY:

Current Unacceptable Behavior/Performance: Manager should list clearly and concisely the behavior or performance that is unacceptable, (i.e., poor customer service skills).

Acceptable Behavior/Performance: Manager should list the acceptable behavior or performance, (i.e., employee must exhibit helpful, cooperative attitude when servicing customers).

Action to be Taken by the Employee: The employee should provide suggestions on how to improve his/her current behavior/performance. This should be discussed and agreed upon by both the employee and the manager, with the final action listed in the performance improvement plan document.

Support to be Provided by the Manager: The manager will provide suggestions to the employee on how he/she will assist the employee.

Dates/Times for Weekly Meetings to Monitor Progress. The manager and employee should meet no less than once a week to discuss the employee's progress, problems that arise during the week and goals for the coming week.

Completion Date: A completion date should be determined by the manager. This information should be shared with the employee. The Office of Student Employment recommends that the performance improvement plan should be in effect no less than 2 weeks and no more than 3 months. The completion date should be determined by the severity of the behavior or performance that needs correcting. The employee should be made aware of the consequences if their behavior/performance does not improve.

Manager Name: _____
(Please Print)

Employee Name: _____
(Please Print)

Manager Name: _____
(Signature) Date

Employee Name: _____
(Signature) Date

NOTE: Once the Performance improvement plan has been established and agreed upon, the manager should forward the original to the Office of Student Employment, give a copy to the student employee and retain a copy for the manager's file.

PERFORMANCE IMPROVEMENT PLAN

THIS DOCUMENT SHOULD BE PREPARED IN CONJUNCTION WITH A WRITTEN OR A FINAL WRITTEN COUNSELING FORM, OR FOR AN UNSATISFACTORY PERFORMANCE APPRAISAL

Current Behavior or Performance Needing Improvement	Acceptable Behavior or Performance	Action to be Taken by the Employee	Assistance to be Provided by the Manager	Dates/Times for Weekly Meetings to Monitor Progress	Completion Date (no less than 2 wks/no more than 3 mos)

NOTE: The Original of this document should be forwarded to the Office of Student Employment, a copy should be given to the student employee and a copy retained in the manager's file.