

Carleton College

Performance Improvement Plan Follow-Up

Name: _____ Date: _____
Position: _____ Dept. _____

Reference:

For Counseling dated: _____

1. Observation of employee's conduct - specific job performance/behavior issue to be addressed: (restated from Performance Improvement Plan)
2. Job performance/behavior standards expected in the future: (restated from Performance Improvement Plan)
3. Progress review – Is performance up to expected levels?

If performance/behavior standards do not continue in the future or have not been met, the following action will be taken:

Reviewed by: _____ Date: _____

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I have read and received a copy of the above.

Signed: _____ Date: _____