Carleton College Performance Improvement Plan

Name: Position:	Date: Department:
Reference: Previous counseling dated	
1. Observation of employ	e's conduct (Specific job performance/behavior issue to be addressed):
2. Reason for corrective a customer relations – internations	tions (How does it affect our business operations, quality of the department al and external, etc.):
3. Job performance/behav	or standards expected in the future:
4. If the expected standar	s are not met, the following actions will be taken:
Further disciplinary action	up to and including termination.
Action recommended by:	Approved by:

I have read and received a	copy of the above statement.
Date:	Signed:

Employee comments: