

WASHINGTON UNIFIED SCHOOL DISTRICT
Performance Improvement Plan (PIP)

Employee _____

Job Site _____

Please be as specific as possible in describing all three of the areas:

What Is	What Should Be	Support Being Offered
A statement of the specific issues and how the supervisor sees the employee's work performance.	A statement of what the conditions would look like if the employee's work performance were acceptable.	A statement of the support being offered to the employee which would enable the employee to work at an acceptable level in areas identified as needing improvement.

Review Date _____

*NOTE: This form will be used when an informal oral discussion regarding unacceptable work performance between the supervisor and the employee has taken place and no positive results have been noted within a reasonable time.

This document will be placed in your personnel file. If you wish to respond to this document either orally or in writing, you may do so within 10 calendar days from the date below. If you submit a written response, it will be attached to this document and placed in your personnel file.

Employee Signature

Date

Supervisor Signature

Date

My signature does not necessarily imply agreement.

This document shall be placed in your file on _____
Date