

# SAMPLE



**DATE:** December 3, 2012

**TO:** Jane Doe, Administrative Support Coordinator II

**FROM:** Manager, XYZ Department  
Associate Vice President, XYZ Department

**cc:** Personnel File

**SUBJECT:** Performance Improvement Plan (PIP)

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It has become increasingly evident that you have not been carrying out your assigned work in accordance with what is expected of an Administrative Support Coordinator II. On November 14, 2012, you were counseled about this unacceptable performance. To date, there has not been any significant improvement.

The intent of this memo is to make you fully aware of this situation and to assist you in improving your work performance. This serves to document that effective immediately you are being placed on a Performance Improvement Plan (PIP). We have outlined the following plan which sets forth specific objectives that you must accomplish in order to satisfactorily improve your performance.

The plan is as follows:

<b><u>Area(s) Requiring Improvement</u></b>	<b><u>Action Plan</u></b>	<b><u>Comments</u></b>	<b><u>Date to be Resolved</u></b>
Memos, letters and reports must be free of all typographical and grammatical errors.	Proofread all documents as many times as needed to ensure they are error free. Use spell and grammar check. Register for and complete Communication at Work: Written Communication online training through the Chancellor's Office website @ <a href="http://www.thesource.calstate.edu/elearning/documents/7CertificatesMay2010.pdf">http://www.thesource.calstate.edu/elearning/documents/7CertificatesMay2010.pdf</a>	Improvement should be noted immediately.	Training courses to be completed by 1/13/13.
Timely filing of documents.	Filing of documents is to be done on a daily basis for a minimum of 60 minutes per day.	Improvement should be	Immediately beginning

## SAMPLE

	If filing cannot be done, you must notify your supervisor via email that you were unable to complete this assignment for the day with an explanation.	noted immediately.	12/3/12.
Processing of expense reports.	Expense reports are to be submitted to Accounts Payable within 3 days of your receipt. They are to be filled out completely and accurately. You are to meet with Sue Johnson, A/P supervisor on December 6, 2012 at 10:00 a.m. to discuss how to ensure expense reports are not rejected by her department for incompleteness.	Improvement should be noted after the meeting and will be reviewed in our next meeting on 1/14/13.	November 19, 2012

It is our sincere hope that you fully understand the seriousness of this matter and that you will be able to improve your performance standards so that they meet the expectations that have been set for you.

Please understand that your failure to comply with these directives to immediately improve will result in disciplinary action up to and including termination.

We will meet again on January 14, 2013 to discuss your progress.

\_\_\_\_\_  
MPP Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
MPP Manager Signature

\_\_\_\_\_  
Date

### Receipt of Performance Improvement Plan

I acknowledge receipt of this Performance Improvement Plan and understand the action plan that has been outlined.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date