

SAMPLE Work Improvement Plan Outline

Creating a Work Improvement Plan notifies your employee of the performance deficiencies, the potential impact of the deficiencies on their promotional opportunities and what they need to do to succeed. A Work Improvement Plan is an appropriate tool for you to use during many different phases of the corrective process. It can be used during probation, or when you recognize that you may need to deny an employee's Merit Salary Adjustment, or when you recognize that your employee is not performing at a level that would justify a promotion. Further, it can be used as the template for both the follow-up documentation you will be providing your employee after your meeting and a counseling memo if the performance does not improve. By now you should be in contact with your boss and HR Staff, since the outcome of poor performance may be rejection during probation, Merit Salary Adjustment Denial or limited promotional opportunities.

Work Improvement Plan (Employee Name)

You started your job as a (Classification) with (Division/Unit) in the (Department) on (Date). The probation period for this classification is (6/12) months/ you have been performing these duties since xxxx/ you will be eligible for an Merit Salary Adjustment on xxxx/ you will eligible for a promotion on xxxx/ your current performance has fallen to an unsatisfactory level. In the absence of demonstrable improvement I may recommend/rejection on probation/denial of the Merit Salary Adjustment/denial of the promotion.

Your performance is deficient in the following areas:

Describe the exact deficiencies so the employee knows what s/he must do to achieve success.

In order to help you succeed in passing your probationary period/performing your duties and receiving your Merit Salary Adjustment/promoting to Range D, I am implementing the following measures:

You have successfully completed the following training classes. If there are other training opportunities you think will help your success, please let me know and we can discuss them.

I will be meeting with you regularly every Monday to provide you with feedback on the work you completed the previous week and to give you assignments and discuss how you can successfully complete your assignments.

Please be advised that there must be demonstrable improvements or you will not pass your probation period as a (Classification) in (Department)/receive your Merit Salary Adjustment/be promoted to Range D.

If you are having difficulties that you would like to address with someone outside of the work arena, I would like to remind you of your Employee Assistance Program (EAP) benefits. These benefits may be accessed by going to the [CalHR Website](#).

I am open to hearing any suggestions you may have on what can be done to help you be successful.

Please do not hesitate to come see me if you have questions about this memo or what is needed for you to be successful on this job.