

Mountainland Technical College Performance Improvement Plan

Employee Information	
Employee Name:	Date:
Supervisor:	Department:
Job Title:	Campus:

Type of Warning			
Verbal Warning	Written Warning	Final Warning	Termination

Type of Issue	
Tardiness/Leaving Early	Absenteeism
Lack of Performance	Violation of Safety Rule
Violation of Policy	Other

Acknowledgement of Receipt of Warning	
<i>By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your supervisor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning. You may respond to this warning in writing, a copy of which shall be attached to this document and retained in your personnel file.</i>	
Employee Signature	Date
Supervisor Signature	Date
Human Resources Signature	Date

Details

Description of Incident/Issue:

Provide dates and details of incident/issue(s):

Plan for Improvement:

Provide suggestions as to how the employee can improve performance/or avoid further issues and provide a timeline for the expected improvement of behavior.

Consequences of Incident(s):

Provide, in detail, what future steps may be taken should performance not improve.