

**The University of Tennessee
Performance Improvement Plan***

(To be completed by supervisor)

****Required for employees receiving an overall rating of Unsatisfactory/Not Eligible for Across the Board increase.***

Employee Name: _____

IRIS Personnel Number: _____

Department: _____

Position Title: _____

Review Completed By: _____

Reviewer's Personnel Number: _____

Review Period: _____

List the performance factor(s) from the Annual Performance Review form that require attention and describe the specific improvement(s) needed for the employee to Fully Achieve Expectations.

Job Standards Requiring Improvement (Define the problem):

Specific Improvement Needed (Identify what needs to be done differently):

Steps to Achieve this Improvement (Training, equipment, feedback, timeline, etc.):

Employee Name: _____ IRIS Personnel Number: _____

Employee Comments:

Follow-up Discussions & Status:

(1) _____ Resolved: Yes No
Date

(2) _____ Resolved: Yes No
Date

(3) _____ Resolved: Yes No
Date

Signatures:

By signing below, I acknowledge that I have participated in the Performance Improvement Plan process and have received a copy of the plan.

(1) _____
Supervisor's Signature Date

(2) _____
Dept. Head's Signature Date

(3) _____
Employee's Signature Date