

## Student employee performance improvement plan

Employee ID: \_\_\_\_\_ StMU ID: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Individual Improvement Plans are designed to assist the student employee in meeting the expectations of the job. Should the individual improvement plan job expectations outlined by the supervisor and employee not be met, the employee will lose their work-study eligibility.

### Performance Improvement Plan Items

Performance items	Does not meet standard/why	Improvement Goal	Follow up
List performance item that needs improvement	Indicate why not meeting standard based on the item you noted	What is the goal?	Follow up time to see if progress is being made

The above improvement plan has been discussed and I understand the actions needed, and I am committed to reaching my improvement goal(s) which will be reviewed in

Review month: \_\_\_\_\_.

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Financial assistance signature: \_\_\_\_\_ Date: \_\_\_\_\_