



Performance Improvement Plan

Name: _____ UTD ID: _____ Date: _____

Department: _____ Supervisor: _____

STEP 1: What is the nature of the improvement needed? Please state:

Performance: _____

Attendance: _____

Conduct: _____

Note: This form should be completed by the student employee's immediate supervisor. Try to support each section with comments that will help the student employee continue to develop professionally.

Purpose Statement

Job performance of student employees are reviewed to discuss goals as applicable, improve communication and promote career growth and development. The performance improvement plan involves assessing an employee's work performance during the review period relative to specific indicators and helping them understand growth opportunities. This form establishes an outline for measuring improvement with a formal document and is to be signed by both the employee and supervisor.

The goal of part-time employment is to help student employees develop fully as professionals, not just in their current on-campus jobs but for life after UT Dallas. We encourage you to work alongside your student to develop steps in improving noted performance issues and revisit in their next appraisal. Please make sure the target date of review is realistic and follows SMART or OEI formats.

S.M.A.R.T. Goals	O.E.I Goals
<p>Goals that can be quantified:</p> <p>Specific Measurable Action-oriented Reasonable Timely</p> <p><i>Ex. By 1/1/22, I will review the current training binder at the front desk for new employees, suggest changes or revisions to processes and update.</i></p>	<p>Goals for soft skills:</p> <p>Observation Example Impact</p> <p><i>Ex. I will continue working on my communication skills, specifically verifying full information of callers to the office, leading to fewer call backs to ascertain the necessary information to schedule appointments</i></p>

STEP 2: How does the **ACTUAL** performance/attendance/conduct differ from the **DESIRED** performance/attendance/conduct? *Be specific.*

STEP 3: How does the problem interfere with good business practices? *Be specific.*

STEP 4: What are the consequences if the problem continues? *Be logical.*

STEP 5A: What is the appropriate action the employee must take to correct the problem?

STEP 5B: Do you, as the employee's supervisor, need to take action to correct the problem? If so, describe that action.

STEP 6: What action(s) has the employee agreed to take to correct the problem?

STEP 7: Set a date to review the employee's progress. Date of Review: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____