Expectations of your role, (POSITION TITLE), include (LIST ESSENTIAL FUNCTIONS/COMPETENCIES NEEDING ADDRESSED).

To assist you in meeting the expectations of your role, the following plan has been developed between you and your supervisor, (SUPERVISOR NAME).

* (EXPECTATION)

|  |
| --- |
| How do we get there? * *(Discuss strategies and resources employee need to meet expectations, document these as discussion is occurring)*
*
 |

* (EXPECTATION)

|  |
| --- |
| How do we get there?* *(Discuss strategies and resources they need to meet expectations, document these as discussion is occurring)*
 |

*For the next \_\_\_\_\_ days, we’ll work more closely together to help you succeed in the areas we discussed. Please note although we’re committed to helping you be as successful as possible, this plan is not intended as an employment contract and doesn’t guarantee continued employment.*

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| --- |
| Additional Comments:  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

|  |  |
| --- | --- |
| Date of follow up | Employee & Supervisor notes on plan progress & completion |
|  |  |
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|  |  |
|  |  |

*After completion, the plan and progress notes will be uploaded into your employee file.*

**Date of Completion:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_