

**University of Maine**  
**Work Performance Improvement Plan**

**Employee Name:**  
**Supervisor:**

**Date:**  
**Dept:**

**The following describes areas of concern and or substandard unacceptable work performance:**  
Please provide a narrative summary of concerns here.

<b>Performance area to be improved</b>				
<b>Action to be taken for improvement</b>	<ul style="list-style-type: none"><li>• Etc</li><li>• etc</li></ul>			
<b>Supervisor's role in helping employee improve performance</b>	<ul style="list-style-type: none"><li>• etc</li><li>• etc</li></ul>			
<b>Date for performance feedback</b>				
<b>Expected results</b>				
<b>Date by which improvement is expected</b>				

I understand that my failure to improve my work performance to the acceptable standard described above may result in additional work performance improvement plans and or disciplinary action, up to and including dismissal.

Employee: \_\_\_\_\_

Additional steps, I as a supervisor, will take to support the employee in achieving these expectations:

Supervisor: \_\_\_\_\_

Cc: Personnel File  
Human Resources