

GOALS AND TIMEFRAME FOR IMPROVEMENT: What specific actions, within what timeframe, are to be accomplished to improve the behavior/performance?

FOLLOW-UP REVIEW DATE (If applicable):

CONSEQUENCES: What will happen if the employee fails to meet the goals within the set timeframes?

EMPLOYEE'S COMMENTS:

Manager's Signature: _____

Date: _____

I understand that my signature indicates only that this incident has been reviewed with me and does not indicate agreement or disagreement with the action taken.

Employee's Signature: _____

Date: _____