

The Employee  
Management Team

**EMIT**

*Make your workplace work better*

**CLIENT COMPANY** \_\_\_\_\_

**PERFORMANCE ACTION PLAN**

Employee \_\_\_\_\_

Meeting \_\_\_\_\_

Date \_\_\_\_\_

Dept. \_\_\_\_\_ Supervisor \_\_\_\_\_

**Areas Reviewed**

Productivity      Efficiency      Teamwork      Quality

Attendance      Conduct      Other

\_\_\_\_\_

(define)

Specific areas under review:

**Productivity:**

**Efficiency:**

**Teamwork:**

**Quality:**

**Attendance:**

**Conduct:**

**Other:**

## Action Plan:

Your adherence to the above should be effective immediately. Failure to comply may result in disciplinary action up to and including termination from employment.

Agreed upon by: (Employee) \_\_\_\_\_ (Date) \_\_\_\_\_

(Supervisor) \_\_\_\_\_ (Date) \_\_\_\_\_

### Periodic Review Notes

<u>Date</u>	<u>Employee</u>	<u>Supervisor</u>	<u>Comments</u>	<u>Initialed by:</u>
1.				
2.				
3.				
4.				
5.				
6.				

Reviewed and accepted by: \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_