

### Points to Ponder Before Working on this Form

- Have you clearly communicated performance expectations to the employee?
- Do you require the same standards for all employees in the same department doing the same job?
- Have you coached the employee on how to improve?
- Is the expected performance reasonable?
- Has the employee received adequate training?
- Have you documented your coaching sessions?
- Have you communicated well in advance the potential consequences of not correcting the deficiencies?
- Has the employee had adequate opportunity to explain extenuating circumstances?
- Have you partnered with HR to make sure your process is best practice and that your written correspondence is adequate for defense in the case of a legal action?

### Performance Improvement Notice

Date \_\_\_\_\_

Individual's Name \_\_\_\_\_

**RE: Performance Improvement Notice – Six Months**

Dear \_\_\_\_\_:

This notice is to address performance and expectations.

#### Deficiencies:

- *Example bullets might include those below*
- Technical competence
- Compensation levels
- Initiative levels

For full discussion on these deficiencies, see the accompanying supplement. (The accompanying supplement is where you would list specific observations – probably from your first written notice and from performance reviews).

#### Operational Expectations.

Operational duties, in addition to those indicated in the job description include:

- *The below list is an example of a specific technologists duties and how you might shape them so the individual can be successful.*
- Systems monitoring should comprise no more than 30 minutes per day.
- You are to monitor and handle trouble tickets during the early morning hours.

- You are to become the primary systems administrator responsible for asset tracking of servers in the data center.
- Monitor Argent server daily.
- Monitor Disk Utilities daily.
- Monitor Network systems daily.
- Monitor APC environment health daily.
- Document processes for operations manual – work with \_\_\_\_\_ on that. It should be completed by \_\_\_\_\_.

For full discussion on operational duties, see the accompanying supplement. (This is where you would include a job description or something similar).

**Projects Expectations.** All projects will include a project plan that must be approved by your lead. The project plan should include basic information on the project along with a breakdown of key tasks and dates those tasks are to be completed. Your projects are assigned below. Any deviation from this list must be approved by management. The following list is only the name of each project. You are to meet with your lead to scope the project, determine a due date (which will be appended to this document) and create the plan for presentation at our leadership team meeting. You are also to provide regular status reports to leadership team on a schedule as stated in the project plan you write. Projects assigned are:

- Data Transport Server Operations. Target completion date - \_\_\_\_\_.
- System Operations. Target completion date - \_\_\_\_\_.
- APC Infrastructure Cable and Setup for Monitoring. Target completion date - \_\_\_\_\_.
- Network Analysis – upgrade to complete system. Target completion date - \_\_\_\_\_.
- Microsoft Operations Manager (MOM) pilot. Target completion date - \_\_\_\_\_.
- Microsoft SMS pilot. Target completion date - \_\_\_\_\_.

**Communication.**

- You are to provide a weekly status report (see attached) to your lead by 10:00 AM each Friday. If you are not at work on a Friday, then submit the status report on the day preceding your absence.
- You are to communicate to the leadership team periodically regarding your projects (based on the schedule you set for projects within the project plan).
- You will meet weekly with your Lead for a 1-1 as an opportunity to discuss any relevant topic. You will meet monthly with your manager to review progress.

**Performance Period**

Required to meet the minimum expectations stated in this PIN during the next six (6) months and beyond. Continued failure to meet any of the minimum standards at any time during the (6) month Performance Improvement Plan and beyond may result in the following consequences:

- Suspension or termination of employment.

**PLAN FOR SUCCESS**

This performance improvement notice is designed to assist you to become a fully contributing and highly successful employee. This plan requires substantial investment from both parties (you and the company). It is designed for your success. I am confident that together we can complete this plan and help you achieve a strong career at \_\_\_\_\_.

\_\_\_\_\_  
**Signed by Leader**                      **Date**

**Acknowledgement:**

\_\_\_\_\_  
**Signed by Individual**                      **Date**

I understand that my signature is optional. I have signed above as a record that I have read and understand this notice. Nothing contained in this Performance Improvement Notice shall change my “at-will” employment with \_\_\_\_\_, which means that it is not for a specific term and can be ended by me or the Company at any time for any reason without advance notice. The Company also has no obligation to continue my present position, pay or benefits. Only the Company President can modify my “at will” employment in writing.

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