

SAMPLE



DATE: December 3, 2012

cc: Personnel File

SUBJECT: Performance Improvement Plan (PIP)

It has become increasingly evident that you have not been carrying out your assigned work in accordance with what is expected of an Administrative Support Coordinator II. On November 14, 2012, you were counseled about this unacceptable performance. To date, there has not been any significant improvement.

The intent of this memo is to make you fully aware of this situation and to assist you in improving your work performance. This serves to document that effective immediately you are being placed on a Performance Improvement Plan (PIP). We have outlined the following plan which sets forth specific objectives that you must accomplish in order to satisfactorily improve your performance.

The plan is as follows:

<u>Area(s) Requiring Improvement</u>	<u>Action Plan</u>	<u>Comments</u>	<u>Date to be Resolved</u>
Memos, letters and reports must be free of all typographical and grammatical errors.	Proofread all documents as many times as needed to ensure they are error free. Use spell and grammar check. Register for and complete Communication at Work: Written Communication online training through the Chancellor's Office website @ http://www.thesource.calstate.edu/elearning/documents/7CertificatesMay2010.pdf	Improvement should be noted immediately.	Training courses to be completed by 1/13/13.
Timely filing of documents.	Filing of documents is to be done on a daily basis for a minimum of 60 minutes per day.	Improvement should be	Immediately beginning

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If filing cannot be done, you must notify your supervisor via email that you were unable to complete this assignment for the day with an