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Talent Management Frameworks PowerPoint Template



 Medicine
90 Day Action Plan

90 Day Action Plan

Pillar	Annual Goal	90 Day Goal	Action Steps	Manage Up	Results
Service					
Quality					
People					
Financial					
Growth					

[illegible]

TIPS FOR STARTING THE PERFORMANCE IMPROVEMENT PLAN PROCESS

- 1 Draft a performance improvement plan policy

 - 2 Get to the root of the underperformance

 - 3 Create a tailored plan

 - 4 Check in with the employee regularly


Sample Performance Improvement Plan

TO: [Employee Name]
FROM: []
SUBJECT: [30/60/90] Day Performance Improvement Plan
DATE: []

This memorandum is written as a [30/60/90] Day Performance Improvement Plan designed to focus your attention on substantially improving your performance in several key areas.

[As was discussed in your most recent performance review dated _____, you received several "1's" in key areas and an overall rating of "1" meaning you did not meet expectations.]

[Since your performance review on _____, your performance has been unsatisfactory in several respects. For example, _____.]

This being the case, I have outlined the following Performance Improvement Plan which sets forth objectives that you must accomplish in order to bring your performance up to minimal acceptable standards. The plan is as follows:

- 1.
- 2.
3. *[list fair objectives – they can be both objective and subjective – in clear terms that could reasonably be accomplished within the required time frame]*
- 4.
- 5.

You have [30/60/90] days from today to meet these objectives. I will meet with you twice over the next [30/60/90] days to discuss your progress. Our first meeting will be on _____ at _____ and the second meeting will be on _____ at _____. Both meetings will be in my office.

It is your responsibility to contact me at anytime during this time period regarding your performance and to seek assistance in removing roadblock(s) you may come up against which may impede your progress.

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