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| --- | --- | --- |
|  | **Identification and Improvement Plan** | |
| Employee: | |
| Principal: | |
| Other participants/ attendees: | |
| Conversation/ meeting location: | | Time: |
| Status of performance conversation/ meeting: | | Date: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Performance concern *(What performance consideration/s require improvement? What performance concern/s does the employee need to address?)* | Performance expectation *(What is the objective of the performance improvement process? What goal/s need to be met for performance to be considered satisfactory? How will this expected performance improvement be measured?)* | Resources available  *(What existing or new support resources are available to the employee? How can these resources be accessed during the MUP process?)* | Timeline for improvement *(When is it expected that the employee will meet each performance expectation? Is a series of timelines required to demonstrate incremental improvement in performance?)* | Stage Two Assessment  *(To what extent  has the employee met expectations within given timelines?)* |
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**Agreed and signed/dated: Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NB: Where an employee refuses to sign the identification and improvement plan, refusal should be noted and a pdf copy of the signed agreement emailed to the employee.**