

C - Performance Improvement Plan

This plan outlines performance improvement required when an employee's overall performance does not meet minimum expectations.

Employee Name:	
Job Title:	
Division:	Date:

Health PEI's Vision
One Island health system supporting improved health for Islanders.

Values

CARING
We treat everyone with compassion, respect, fairness, and dignity.

INTEGRITY
We collaborate in an environment of trust, communicate with openness and honesty, and are accountable through responsible decision-making.

EXCELLENCE
We pursue continuous quality improvement through innovation, integration, and the adoption of evidence-based practices.

Job Responsibilities/Priorities
Describe the specific improvement that is needed to meet minimum expectations in job responsibilities.

Job Responsibility:

Specific Improvements Required:

Competencies
Identify the specific competencies needing improvement and describe the performance improvement required.

Competency:

Specific Improvements Required:

(Attach additional sheets of paper if necessary)

Performance Improvement Plan Established

Plan to address required improvements:

Support to be provided by supervisor (e.g., training, equipment):

Signatures:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Follow-up Review

Dates (3) of follow-up discussions: _____

Supervisor's Comments: _____

Employee's Comments: _____

Follow-up Review Signatures

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

After the follow-up review is completed, provide a copy to employee, a copy to the supervisor and send original to Human Resources for personnel file.