

**LANGSTON UNIVERSITY**  
OFFICE OF HUMAN RESOURCES

**PERFORMANCE IMPROVEMENT PLAN**

Name \_\_\_\_\_

School/Dept.: \_\_\_\_\_

Title: \_\_\_\_\_

Date for follow-up review: \_\_\_\_\_

A performance improvement plan should be completed for an employee given an overall evaluation rating of “Needs Improvement” or “Unacceptable.”

The performance improvement plan documents the areas, which need improvement, and establishes a program for achieving it. The supervisor and the employee should focus on critical areas to be improved, and together they should set objectives for the immediate future. At least one follow-up session is required to assess the employee’s progress. The Office of Human Resources should be kept apprised of the employee’s progress.

| Specific areas to be improved | Actions to be taken to improve performance | Time frame for Improvement | Documentation of Improvement | Progress Achieved (Y/N) |
|-------------------------------|--|----------------------------|------------------------------|-------------------------|
|                               |  |                            |                              |                         |

Dates for follow-up review: \_\_\_\_\_ Supervisor’s signature \_\_\_\_\_

Employee’s signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Vice President’s Signature

\_\_\_\_\_  
Dean/Director’s Signature

