Professional Improvement Plan

Prepared by
Supervisor:___
Staff Member:___
Date plan is due to supervisor:_____

Employees Name:_____

Date:_____

The concern that needs improvement:

_____
_____
_____
_____
_____
_____
_____

What needs to be done to improve the concern:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Date for the change to be fully implemented:_____ or immediate

Date for follow-up to discuss improvement:_____

_____
Employees Signature

_____
___ Assistant Director
___ Director

Vernon Mason, Jr. M. Ed.
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