***PERFORMANCE IMPROVEMENT PLAN***

***OUTCOME REPORT***

**NAME:** **DATE:**

**TITLE:** **DEPARTMENT:**

An Outcome Report following a Performance Improvement Plan (PIP) is expected to contain the following components:

1. Identify statements of performance or conduct that needed improvement or were unsatisfactory as described from the employee’s PIP:
2. Did the employee attain satisfactory conduct or performance in addressing the above concerns?

 Yes

 No

If “Yes” which areas were completed satisfactorily?

If “No” what are the continued areas that need improvement?

1. This Outcome Report will indicate one of the following:

 Satisfactory completion.

 Complete a new Performance Improvement Plan.

 Unsatisfactory progress, move to the disciplinary process (this serves as verbal notice for the disciplinary process).

 A copy of the Outcome Report will be placed in the employee’s personnel file.

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| Signature of Supervisor |  | Date |  | Signature of Employee |  | Date |
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|  |  |  |  |  |  |  |
| Title of Supervisor |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| Signature of Reviewer |  | Date |  |  |  |  |
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|  |  |  |  |  |  |  |
| Title of Reviewer |  |  |  |  |  |  |

C: Employee’s Personnel File

SEIU/District Negotiations 2016/17 New 8.5.16 (Edit 2.7.17)