

PARTICIPANT IMPROVEMENT PLAN

Below is an example of an improvement plan for a participant who struggled with communication and attendance. Following is a template for managing organizations to use when development participant Improvement Plans.

Placement on an improvement plan should be done after multiple conversations and opportunities for the participant to navigate challenges and improve their performance. Improvement plans should be developed and refined as a collaborative conversation that involves the participant. The value of an improvement plan is that the expectations are clearly stated, discussed, and agreed upon in writing by the participant, host, and managing organization.

PARTICIPANT IMPROVEMENT PLAN: SAMPLE DURATION OF PLAN: FEBRUARY 11, 2023 – MARCH 15, 2023

I, [participant name], agree to the following commitments and areas of improvement. I understand failure to follow through on the below items will result in being placed on probation with the [managing organization].

Goal: [Managing organization] and [host] staff will feel confident in my ability to exhibit professional communication that is clear and timely. I will follow the policies and procedures of the career development experience program and will troubleshoot with my [managing organization point of contact] any attendance challenges as they arise.

Expectations for Attendance

- Attend 100% of scheduled days at host site.
- Attend 95% of [managing organization] program events.
- Zero (0) no call/no shows.
- No more than two (2) late arrivals.

Expectations for Communication

- All absences will be communicated with at least 24-hour notice.
- If an emergency or situation arises that will affect my attendance, I will reach out to my [managing organization point of contact] before being absent, arriving late, or leaving early.
- Running late will prompt communication to both my [managing organization point of contact] and host supervisor.

Weekly Check-Ins

- By each Friday I will meet with my [managing organization point of contact] and host to discuss my efforts and confirm that I am meeting expectations to work towards improvement.

Participant Signature: _____ **Date:** _____

Managing Organization Signature: _____ **Date:** _____

Host Supervisor Signature: _____ **Date:** _____

PARTICIPANT IMPROVEMENT PLAN: TEMPLATE

DURATION OF PLAN: [DATE] – [DATE]

Determine the amount of time agreeable and appropriate for a participant to show improvement and schedule regular check-ins to provide feedback along the way to support meeting their goals.

I, [participant name], agree to the following commitments and areas of improvement. I understand failure to follow through on the below items will result in being placed on probation with the [managing organization].

Goal: [Managing organization] and [host] staff will feel confident in my ability to: _____

I will follow the policies and procedures of the career development experience program and will troubleshoot with my [managing organization point of contact] any challenges as they arise.

Expectations for [Improvement Area]

- [Insert specific goals and expectations here]
- [Include as many bullet points as necessary; duplicate this section for as many improvement areas as needed]

Weekly Check-Ins

- Each week, I will meet with my [managing organization point of contact] and host to discuss my efforts and confirm that I am meeting expectations to work towards improvement.

Participant Signature: _____ **Date:** _____

Managing Organization Signature: _____ **Date:** _____

Host Supervisor Signature: _____ **Date:** _____