

Clarification of Expectations Plan

Employee: _____

Supervisor: _____

This Clarification of Expectations is designed to focus your attention on substantively improving your performance in the key areas of your role as _____.

During the period of _____, I have discussed with you on several occasions my concerns with your overall performance and effectiveness. The following is a summary of the concerns we discussed regarding your performance and my recommended corrective actions to address the concerns.

Date of Discussion	Performance Concerns Discussed	Agreed Future Outcomes/Actions

The following Clarification of Expectations Plan details your key role responsibilities in which you are not meeting performance expectations. Over the next 4 weeks, you need to address and show significant progress in these current areas of deficiencies and continue to sustain and maintain improvement.

Key Responsibility	Area of Deficiency	Expected Improvement (Goals)	Timeframe To Achieve Improvement Goal

We will meet weekly to review your progress on the following dates and times:

- .
- .
- .
- .

It is your responsibility to notify me if at any time during this time period you need any resources and/or assistance in removing any barriers you may encounter which may impede your progress.

Significant progress and improvement must be attained and sustained. This Clarification of Expectations Plan may be modified as necessary during this period, depending on your progress. Failure to achieve expected improvement will result in further formal corrective action that may ultimately lead to termination.

Employee Signature: _____

Supervisor Signature: _____

Clarification of Expectations Plan Progress Report

Name of Employee: _____

Supervisor: _____

Date	Area of Deficiency	Expected Improvement	Updated Progress	Comments, Feedback, Agreed Upon Plans