



Performance Improvement Plan Report

Name:	Department:	Performance Improvement Plan	☐	
Job Title:	Supervisor:			
<i>Instructions: This form is to be used when a Performance Improvement Plan has been put in place. The completed form should be reviewed with the employee and then sent to Human Resources to be maintained in the Employee's File.</i>				
Codes: IN – Improvement is Noted, DP – Demonstrated Progress with Additional Training Required Needed, AI – Additional Improvement is Required, ND - Not Demonstrated Necessary Improvement. Place an X in each column under the appropriate rating.				
Review Area	IN	AI	ND	Comments
Commitment to the Molloy University Mission				
Quality of Work				
Commitment/Dependability				
Community Participation/Teamwork				
Interpersonal Skills				
Organization and Planning				
Tech Skills				
Job Knowledge				
Communication				
Management				
Leadership				
Training and Development				
Date of Review:		Reviewed By:		
Employee Signature:		Reviewers Signature:		