To: NAME

TITLE

From: SUPERVISOR’S NAME

SUPERVISOR’S TITLE

Subject: Performance Improvement Plan

Date: \_\_\_\_\_\_\_\_\_

As you are aware your work performance as \_\_\_\_\_TITLE\_\_\_ is a vital part of the overall operation of University Police Department and our affiliated partners. Over the past several months your overall performance has not been up to the expectations expected of your position. During your first annual review, we discussed the need for this year to have a strong focus on fundraising performance and meeting the goals set in \_\_\_\_\_\_\_\_\_\_. In \_\_\_\_\_ and again in \_\_\_\_, we discussed the shortfall in making expected progress toward those goals. As a result, there are areas of improvement that need to be addressed immediately and consistently.

In order to further develop your skills and help improve your overall performance, I have outlined the following performance improvement plan. This plan will take effect immediately upon its delivery to you and will conclude in 90 days if successful.

Should you have any questions or would like clarification of expectations, metrics used and/or due dates, please let me know.

**<SAMPLE MESSAGING BELOW – REMOVE & CUSTOMIZE>**

**Specific examples of performance deficiencies include:**

**Competency or Performance category: Accountability:**

At the half-way point of the fiscal year, there is an expectation that you will be half-way through your goals. For your specific goals this includes having accomplished 37 visits and having raised at least $750,000. By the end of the third quarter (March 31), this expectation will increase to 56 total visits and $1,125,000 in committed funds. Moving forward: You are expected to take ownership for these goals and have a clear plan for getting back on track towards year-end completion.

**Competency or Performance category: Service:**

Given your role, there is an expectation that you are the expert in corporate relations fundraising. This means, moving forward, you are expected to be thoroughly prepared to discuss prospects, provide information, and to have a complete, thoroughly researched strategy before requesting information from our partners. This includes having a thorough understanding of the company’s business, likely business problems, expansion plans and areas, and philanthropic interests, wherever possible to determine. You are also expected to continuously look for opportunities to expand the University’s fundraising efforts or to quickly capitalize on opportunities when they are presented to you.

**Competency or Performance category: Positive, creative problem solving:**

This is a new program and we are in the process of building systems, partnerships, and shifting organizational culture. However, there is an expectation that we will seek solutions rather than dwelling on roadblocks. Frustrations are normal in any work environment, but they should not hinder your forward progress, your ability to be creative in workarounds, and should not be the pervasive sentiments your colleagues hear from you about your work. Moving forward, you are expected to work to find solutions, even if they are more difficult or less ideal than those originally conceived. You should also not wait for any one piece of infrastructure to be in place before actively seeking to meet other goals even if, again, the path to reach them is more difficult than it would be had all the planned milestones been met. Further, more than occasional, reasonable frustrations should not be shared or dwelled on with colleagues in a manner that impacts the broader team environment.

**Improvement Plan:**

*Within 90-days:*

* *Have a clear, written plan outlined and executed, getting on- track to meet your fiscal year metrics.*
* *Identify any training you feel necessary to improve your work as a fundraiser, as we discussed in your <DATE/MONTH> review. This could include formal or informal mentorship.*
* *Have a clear, written plan, including identifying all development officers with whom you will collaborate, to meet the collaboration metrics outlines in your performance goals.*
* *Follow up on suggested prospects with a thoroughly researched plan, in writing, within ten days of identification.*
* *Identify intermediate steps to forward fundraising progress before technological/infrastructure improvements are completed (i.e. matching gifts programs, corporate sponsorships, etc.)*

**Resources Available:**

* If there are issues outside of the office that are causing or contributing to some of your work performance problems, I strongly urge you to seek assistance from the University’s Faculty and Employee Assistance Program (FEAP). They may also be able to assist you with issues related to time management, workload prioritization, etc. Comprehensive information about FEAP, including contact information, is available at <https://www.uvafeap.com>.

**Follow-up:**

In addition to the due dates listed above, we will continue to have weekly check-in meetings along the way to review your progress. There will also be a formal review of your performance at the end of the 60-day improvement period. A final copy of this plan and results will be saved with your 2020 annual performance evaluation.

By signing below you are agreeing you will work to the best of your abilities to improve upon the items

listed above. You are agreeing to meet with your supervisor at the scheduled intervals and provide

feedback to the process. You understand that failure to achieve and sustain significant improvement may

lead to further disciplinary action, up to and including termination

Employee Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_