**Section F: Action Plan\*** PROTECTED B when completed

**A series of activities are identified to assist the employee in meeting the work objective and in achieving the expected level for that competency.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Objective or Competency Where Improvement Is Required** | **Specific Area(s) of Improvement** | **Required Actions\*\***  **(including dates)** | **Person Responsible for the Action(s)** | **Performance Indicators**  **or Standard** | **Deadline** | **Progress Review** | **Comments** | **Status**  **at Deadline** |
| Provide accurate and regular monthly budget variance reports: ongoing | Reports are frequently late; employee is having difficulty prioritizing work. | Meet with manager every Friday to assess weekly priorities.  Take course on effective time management. | Employee and manager  Employee | Reports are submitted on time. If reports are late, the manager will be aware of a competing priority.  Course successfully completed. | Reports for January, February and March are on time.  Course completed by November 23. | ☒ On track  ☐ Adjustment required | Manager/supervisor: Assisting in priority setting is helping the employee complete reports on time.  Employee: | ☐ Succeeded  ☐ Did not succeed |
| Work effectively with others | Employee does not share important and needed information with team unless explicitly requested; team not always aware of what to ask. | Meet with manager every Friday to discuss the week’s occurrences and identify important information to be shared proactively.  Employee to share important information on own initiative at regular team meetings. | Employee and manager  Employee | Important information proactively shared.  Employee regularly shares information at team meetings without having to be asked. | No team errors or duplication of work due to missing information in possession of employee by December 15.  No information of importance omitted from team discussions by December 15. | ☐On track  ☒ Adjustment required | Manager/supervisor: Assisting in identifying important information is helping employee, but employee still reluctant to share unless requested. More effort is needed to ensure continued progress.  Employee: | ☐ Succeeded  ☐ Did not succeed |

\*An action plan, if required, is triggered in Section A: Personal Information.

\*\*Required actions include meetings between the employee and his or her manager/supervisor to discuss progress made.

It has been determined that you are not meeting the work objective(s) and/or not demonstrating the competency or competencies (expected behaviours) outlined above. This action plan documents the work objective(s) and competency or competencies for which improvement is required to correct unsatisfactory performance. This action plan has been developed following discussion with you concerning expected performance improvement and the time period in which to achieve this improvement. During this time period, you must demonstrate that you have the ability to perform all the responsibilities of your current position; otherwise, further action will be taken, which may include a demotion, or termination of employment.

Action plan time period: Beginning: Y-M-D End: Y-M-D

Acknowledgement that the discussion of the action plan has taken place on: Y-M-D

Employee’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee’s signature check box: ☐

Manager’s/supervisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager’s/supervisor’s signature check box: ☐