

**TULANE UNIVERSITY
PERFORMANCE DEVELOPMENT/IMPROVEMENT ACTION PLAN**

Employee Name:	Appraisal Year:
Department:	Action Plan Date:
Position Title:	

Instructions: List specific key responsibilities of the job description where employee performance improvement or development is needed. Create an action plan for improvement. Describe steps to be taken by either the employee, the employee’s supervisor, or both, to correct the deficiency. Establish specific goals and dates upon which a formal follow up will be conducted by the supervisor.

Key Responsibility	Action Plan	Follow-Up Date

COMMENTS:

SIGNATURES

Supervisor:	Date:
Employee:	Date: