

## Action Plan Template

### **State the issue or performance problem**

Example – John has been repeatedly late for work

### **List specific examples of when this has occurred**

John was tardy on the following dates:

1/10/2014 – Arrived at 8:15am (15 minutes late)

1/25/2014 – Arrived at 8:10am (10 minutes late)

2/14/2014 – Arrived at 8:11am (11 minutes late)

On each of these dates, the problem was addressed immediately with John, discussed and documented.

### **Explain the Impact**

This is a problem because when John is late the entire crew has to wait for him before they can drive to the job site. When the crew has to wait, they lose valuable time they be conducting work. In addition, as a senior person on the crew, John sets a poor example for new employees, which does not exhibit the level of leadership expected.

### **Expectations/Goals**

John will be at work and ready to work, with his equipment ready and all personal matters finished by 8am. At John's suggestion, he will leave home 15 minutes earlier so he will be at work with plenty of time to be prepared to start work at 8am.

Failure to meet the above listed expectations within [# of days; 30, 60 or 90] days (by DATE) may result in discipline, up to and including termination.

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Employee Signature

Date

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Supervisor Signature

Date