

## Appendix L: Performance Improvement Plan Template

Local Area: \_\_\_\_\_ Period of Performance: \_\_\_\_\_

Performance Indicator	Individual Indicator Score	Overall Indicator Score	Overall Program Score
Employment Rate 2nd Quarter After Exit			
Employment Rate 4th Quarter After Exit			
Median Earnings 2nd Quarter After Exit			
Credential Attainment Rate 4th Quarter After Exit			
Measurable Skill Gains			
Effectiveness in Serving Employers			

### Narrative Instructions

A response is required for each question below. Responses must be well developed and include all the requested information within the question.

1. Explain why the local area did not achieve the goal for the indicator(s).
2. Provide a plan of action to meet the performance standards for the indicator(s) that includes specific, measurable, achievable, realistic, and time-bound (SMART) goals.
3. Staff training is a mandatory component of addressing a missed performance indicator. Please describe when staff training will occur (specific dates, must be at least quarterly), what topics will be covered, and what technical assistance that IWD can provide to ensure effective training sessions.
4. Include a detailed timeline for improving performance including key milestones.

\_\_\_\_\_  
**CLEO Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**LWDB Chair Signature**

\_\_\_\_\_  
**Date**