

**Evaluation Details – Job in Jeopardy Form**

**Details**

Employee First Name:

Employee Last Name:

Job Title:

Begin Date:

End Date:

Department:

Employee:

Supervisor:

Action Number:

**Summary**

Describe the situation and/or specific actions which caused this employee to require a performance improvement plan. You must provide specific examples to support each issue. Include dates of action and any verbal warnings or conversations that have taken place prior to this plan.

Summary:

**Plan**

Display Order:	Issue:	Immediate Goal:	Plan of Action:	Deadline:

**Assessment and Review**

Date:	Time:	Location:

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**Comments**

**Timeframe**

Failure to bring performance up to expected standards and/or meet immediate goals as outlined in this form will be grounds for further disciplinary action, up to and including termination of employment. A decrease in performance after successfully completing the improvement plan may result in dismissal from Bowdoin College without the issuance of another warning or improvement plan. You must demonstrate immediate and sustained improvement in all areas listed within the following # of days.

# of Days:

**Comments**

Additional Comments:

Employee Comments:

Employee Certification:  
Do you certify that you met with your manager and discussed the details of this performance evaluation?