

## Needs Improvement Plan

**NAME- CLASSIFICATION**

**DEPARTMENT- VP AREA**

In the next **60** days (**BEGIN DATE** through **END DATE**), **NAME** is directed to perform the following tasks and responsibilities:

Check-in and progress review will occur on the following dates: **ADD 3 CHECK IN DATES**

### **EXAMPLES:**

Evaluation Section	Area of Improvement	Specific details	Resources / Training
Quality of Work	Budget overview	Demonstrate detailed understanding of program budget, provide updates on current and future expenditures, and fund allocations.	Meet with Director and Assistant Director every two weeks. <a href="#">POD</a> : Refresher trainings that NAME will need to do <ul style="list-style-type: none"><li>- Banner 9 general navigation training (online)</li><li>- Banner Requisition Training (online)</li><li>- Online Appropriation Transfers</li></ul> <a href="#">Excel Training</a> Lynda.com <a href="#">Microsoft Office: Excel</a>
Quality of Work	Instructional minutes and MOUs	Create a checklist that will be useful for you and admins to avoid potential errors. Minimize errors related to edits and updates of instructional minutes and MOUs.	Meet with Director and Assistant Director twice a week to present MOU drafts for final review.  Lynda.Com <a href="#">Microsoft Office: Word</a> <a href="#">POD</a>