

**COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START
Corrective Action Plan**

Employee: _____

Date of Violation: _____

STATEMENT OF OBJECTIVES:

Establish with your employee objectives (specific, measurable, attainable results) that may include new and better ways to carry out job responsibilities. Stated objectives should be included as a basis for formal performance evaluation. If additional space is needed, attach a separate sheet.

DEVELOPMENT PLAN:

Establish with your employee an action plan (how the objectives will be accomplished), including expected results (observable, measurable, behavioral, job specific) to help the employee attain the stated objectives, by the review date. If additional space is needed, attach a separate sheet.

ACTION PLAN	EXPECTED RESULTS	DUE DATE

Date of Next Review: _____

X _____
Supervisor's Signature

Date

X _____
Next Level Supervisor's Signature

Date

I have read and understand this plan.

X _____
Employee's Signature

Date