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**SAMPLE MEMO TO PERSONNEL FILE
SUCCESS PLAN TO A SUPERVISOR**

MEMORANDUM

DATE:

TO: Supervisor

FROM: Employee

RE: Success Plan

The following outlines my success plan for improvement in the areas we discussed in yesterday's meeting.

1. COOPERATION WITH STAFF

I recognize that there are times when my outspoken criticism of other employees is counter-productive, and I will refrain from making inappropriate comments regarding other employees' work.

I will make an effort to give credit and recognition to other employee efforts on projects that we are mutually working on. I recognize that the success of my work is dependent on my acceptance of an environment that promotes teamwork and vice versa.

I will seek out resources, such as CPE classes and written materials that may help me in my team-building efforts. I will put into action the information I gather from these sources.

The success of my efforts will be recognized in an improved atmosphere in the department and a willingness by others to accept my input and give my projects credit and acceptance.

2. PROPER COMMUNICATION WITH SUPERVISOR

I shall make every attempt to keep my supervisor informed of my work and avoid trying to minimize problems that may be looming in the future. I recognize that mutual cooperation and respect is needed to have a good working relationship with my supervisor.

I will make every attempt to be respectful in my communication with my supervisor. I will attempt to put across my opinions in a thoughtful manner without resorting to losing my temper.

I will look for resources such as CPE courses, literature and books written on the subject of improved communications with my supervisor.

The obvious success of my efforts will be recognized by an improved working relationship between my supervisor and myself that includes a spirit of teamwork and creating a positive environment.

3. ATTENDANCE

I will henceforth make every attempt to be at my desk prepared to work at 8:30 a.m. I understand that 8:30 a.m. is my starting time and I will not be coming into the parking lot at that time nor will I be in the lounge.

I will make a positive effort to examine my time management problems that have resulted in my tardy problem. My inability to leave the house without giving myself a cushion for delays has resulted in a slow decline in my timely arrival at work.

I will make every effort to leave my house 15 minutes earlier than I currently do to arrive at work in time to be at my desk to start work at 8:30 a.m.

I will also make every effort to improve my unscheduled days off that have occurred mostly on Fridays over the six months.

I realize that taking unscheduled days off puts a burden on the other staff members and should be reserved for these times when I am truly too ill to report to work.

I am going to make every effort to improve those areas I have outlined above. If I have any questions on my progress, I understand my supervisor is willing to give me ongoing feedback.

I enter into this Success Plan with a positive outlook for turning these problems around.

Signature

Date