



Wikwemikong Board of Education
Human Resources - Forms
Individual Improvement Plan – Non-Teaching Personnel

The Individual Improvement Plan must be prepared by the employee in consultation with the supervisor. The consultation must include a meeting between the employee and the supervisor.

Employee's Name

Last Name

First Name

Name of School / Department

Job Function

Supervisor's Name

Last Name

First Name

PART A

Areas of School/Department Improvement Plan that this supports.

Targets and/or actions to be taken

Indicators of success

PART B

Employee's Reflection

Supervisor's Reflection

Signatures indicate that the Improvement Plan has been reviewed by the Supervisor and Employee or Principal and Teacher

Supervisor's Signature
(yyyy/mm/dd)

Date

Employee's Signature

Date (yyyy/mm/dd)