



## Performance Plan Follow Up

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The following pages will have instructions regarding how to complete a formal follow-up for either an Action Plan or Performance Improvement Plan for your intern.

Formal follow-up plans should be completed approximately every 30 days, though informal updates should happen more regularly at the site. Action Plans can be closed once the methods have been determined to be effective. PIP's cannot be closed until all concerns are satisfactorily addressed.

Additional resources and instructions on how to create a performance improvement plan is available on the supervisor resources page: <https://psychologyinterns.org/interns-supervisors/>

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# Performance Plan Follow Up

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The purpose of the Performance Plan Follow-Up is for both the intern and the site to take time to review the existing written plan to ensure the specific measurable goals are working and to update NPTC on plan progress.

Definitions of the levels and timelines are provided below:

## Action Plan

Action Plans are for situations where the concern is related to things not necessarily within the interns' control (being behind in hours) and/or not directly related to intern performance. The action plan could also have a primary focus on the site's responsibilities as appropriate. These areas include, but are not limited to, hour deficits needed to be addressed by the site.

The intention of this plan is to determine the effectiveness of the steps put in place to remedy the concerns on a short-term basis. Although informal reviews of this plan should be completed regularly, a formal follow-up to NPTC should be submitted approximately one month following implementation. If the plan is deemed to be effective at that time, no more formal follow-ups are necessary.

## Performance Improvement Plan (Level 1)

Level 1 PIPs indicate potential barriers to internship progress worthy of additional oversight and accountability. Such behaviors or performance would be areas of needed improvement but identified as substantially attainable and not related to significant deficits or concerns related to progress toward graduation. These areas include, but are not limited to, being behind in hours related to intern behavior, and paperwork/task timeliness.

Although informal reviews of this plan are expected to be completed regularly, a formal follow-up to NPTC should be submitted every month following implementation.

## Performance Improvement Plan (Level 2)

Level 2 PIPs indicate problematic performance and/or problematic conduct that pose more significant barriers to graduation progress due to their severity and/or repetitive nature. These areas include, but are not limited to, privacy violation, inappropriate behaviors, repeated failure to follow directives and are considered more serious than Level 1 plans.

Although informal reviews of this plan are expected be completed regularly, a formal follow-up to NPTC should be submitted at least every month following implementation, or more frequently if the informal review indicates a lack of progress and warrants more immediate attention.

Reference ID \*

*Enter your reference ID that you created during your initial submission. Requested format was YYYY.MM-Suplast-Internlast-AP or PIP*

**PLEASE NOTE.** *The Reference ID should cause fields below and on the following pages to auto-populate with your answers from your initial submission. If the fields do not auto-populate, please come back and re-enter the Reference ID or email Daria for assistance.*

Is this a(n): \*

- Action Plan
- Performance Improvement Plan

**Note.** *Please don't reference any other action plans or PIP's in this update document. Each plan must be considered separate documents and have individual measurements and updates.*

Name of Intern \*

Supervisor responsible for implementing current plan \*

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## Action Plan

Action Plans are for situations where the concern is related to things not necessarily within the interns' control (being behind in hours) and/or not directly related to intern performance. The action plan could also have a primary focus on the site's responsibilities as appropriate. The intention of this plan is to determine the effectiveness of the steps put in place to remedy the concerns on a short-term basis. The formal oversight of the plan can be removed once the plan is established as effective. These areas include, but are not limited to, hour deficits needed to be addressed by the site.

Check the areas that have been identified as needing a plan \*

- Total Hours
- Total Supervision Hours
- Individual Supervision Hours
- Client Contact Hours
- Assessment Reports
- Other (Please Specify)

AP: Steps already taken to rectify the issue identified:

Type your answer here

*For review only*

**AP: Intern Actions:**

For example: Intern will run three groups a week to increase guaranteed client contact hours.

*For review only*

**AP: Supervisor / Site Actions:**

For example: Supervisor will review intern client contact hours on a weekly basis during supervision.

*For review only*

**Please list all updates and progress made on this Action Plan: \***

Type your answer here

**Site/supervisor action steps not previously listed:**

Type your answer here

*Please list any additional site/supervisor actions taken as appropriate.*

Has the plan been determined to be effective?\*

- Not yet, we'll do another formal update.
- Yes, the plan is successfully completed.

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# Performance Plan Follow Up

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Were the potential consequences discussed as a part of this follow-up?

- Yes
- No

[Clear selection](#)

List implications discussed:

Type your answer here

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# Performance Plan Follow Up

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Were the potential consequences discussed as a part of this follow-up?

- Yes
- No

[Clear selection](#)

Explain reasons not discussed:

Type your answer here

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# Performance Plan Follow Up

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## Action Plan / Performance Improvement Plan

### Signatures

I, the intern, have reviewed the follow-up to my Action Plan / Performance Improvement Plan with my primary supervisor, any additional supervisors, and the director of training. My signature below indicates that I fully understand the Action Plan / Performance Improvement Plan. My comments, if any, are below *(PLEASE NOTE: If intern disagrees, comments, including a detailed description of the intern's rationale for disagreement, are REQUIRED)*.

Please note, the Action Plan / Performance Improvement Plan will go into effect regardless of whether or not the intern agrees with the implementation of the plan. The signature is to confirm that the plan has been reviewed with intern.


I.....with the Action Plan / Performance Improvement Plan \*

- I agree
- I disagree

*(please check one)*

Intern Signature \*


Date Signed \*

Intern Email \*

Implementing Supervisor  
Signature \*

Date Signed \*

Supervisor Email \*

Date for next informal review with intern \*

*When will you check in with your intern about this AP or PIP next*

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