



Performance Plan

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

Action plans can be completed and submitted as-is without prior approval from the Regional Training Director.

If you are completing an performance improvement plan be sure to use the **save and continue** feature prior to submitting the form. All PIP drafts need to be reviewed by the Regional Training Director BEFORE going over the plan with the intern and formally submitting it. Once you have completed your draft, please notify Toni Ripper (tripper@psychologyinterns.org) so she can send a copy of the draft document to the Regional Training Director for review. Once approved, the draft can be reviewed with the intern and formally submitted.

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

START



Performance Plan

[View Intro Page](#)

The purpose of the Performance Plans is for both the intern and the site to make a written plan with specific measurable goals to support the intern's personal and professional growth as well as trajectory toward graduation. Definitions of the levels 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. 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.

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.

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.

Is this a(n): *

- ☐ Action Plan
- ☐ Performance Improvement Plan

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

Name of Intern *

First and Last Name

Supervisor responsible for implementing current plan *

Type your answer here

Reference ID *

YYYY.MM-SUPLAST-INTERNLAST-AP or PIP

You will use this reference ID to auto-populate the update form in the future. PLEASE FOLLOW THE SUGGESTED STRUCTURE FOR EASE OF REFERENCE.

PLEASE MAKE NOTE OF YOUR REFERENCE ID. *You will use this reference ID to auto-populate the formal update form in the future. ID structure should include the year (YYYY) then month (MM) - Supervisor's last name - Intern's last name - and either AP or PIP depending on what type of plan is being created.*

13%

7 page(s) left

Next Page

Save and Continue Later

Submit



Performance Plan

[View Intro Page](#)

Action Plan

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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



AP: Intern Actions *

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



AP: Supervisor / Site Actions

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



As applicable

40%

3 page(s) left

Previous

Next Page

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Performance Plan

[View Intro Page](#)

Were the potential consequences discussed? *

- ☐ Yes
- ☐ No

Date Planned to Discuss/Sign with Intern *

Select Date



For any PIPs, please make sure that review date is scheduled at least 7 business days following the submission of the draft for NPTC review

60%

2 page(s) left

Previous

Next Page

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Performance Plan

[View Intro Page](#)

Action Plan

I, the intern, have reviewed the Action Plan with my principal supervisor, any additional supervisors, and the director of training. My check below indicates that I fully understand and have discussed the Action Plan with my supervisor. 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 will go into effect regardless of whether or not the intern agrees with the implementation of the plan. The check is to confirm that the plan has been reviewed with intern.

I.....with the Action Plan *

- ☐ I agree
- ☐ I disagree

(please check one)


This form has been reviewed and discussed by.... *

- ☐ Intern
- ☐ Supervisor

Intern Email *

Supervisor Email *

Date Reviewed and Discussed *

Select Date

Date for next informal review with intern *

Select Date



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

Date for next formal review with intern *

Select Date



This is for the next formal update to NPTC. Typically every 30 days. There should be other informal reviews and discussions as frequently as needed.

Is the Implementing Supervisor the Site Training Director? *

- ☐ Yes
- ☐ No

STOP. *The Site Training Director needs to sign this form. If the Site Training Director is not available to sign in person, save the form and send the link to the Site Training Director to sign and submit the final document.*

80%

1 page(s) left

Previous

Next Page

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