

Performance Plan

Is this a(n):

Performance Improvement Plan

Name of Intern

Jane Smith

Supervisor responsible for implementing current plan

Dr. John Doe

Reference ID

2025.01-Doe-Smith-PIP

Please select plan Level

Level 2

Check the competency domains in which the intern's performance does not meet the minimum levels of achievement related to the first concern:

Professional Values and Attitudes

Communication and Interpersonal Skills

List in detail the first identified concern (please limit to one concern, if there are others you can add more in the next section)

Professional Values and Attitudes – Jane has demonstrated an unprofessional attitude toward her supervisors and site Training Director on several occasions, including eye rolling, sighing, speaking sarcastically, and refusing to work with certain supervisors.

Communication and Interpersonal Skills – Jane has left work without coverage or communication on several occasions, including on 12/02/24, 12/3/24, and 12/15/24.

Steps already taken by the intern to rectify Concern 1 that were identified:

Jane says she is committed to demonstrating a more professional attitude toward clients, colleagues, supervisors, and staff. She has also expressed a commitment to communicating in advance about leave time.

Steps already taken by the supervisor(s)/site to address Concern 1:

Dr. Doe discussed Jane's unprofessional attitude and his failure to communicate about not coming to work/leaving work unannounced during supervision on 12/7 and 12/20.

Dr. Doe has been discussing professionalism and communication as a standing item during supervision and has been in communication/consultation with NPTC about the next steps.

Expectations for Acceptable Performance for Concern 1

1. Inappropriate verbal and nonverbal presentations will be discontinued, such as raising voice and refuting constructive feedback with unconstructive critiques of supervisor.
2. Punctual work attendance and appropriate and timely communication about time off.

Action Steps for Concern 1

1. Jane will improve upon accepting feedback and remain open to the learning process.
2. Jane will provide advance notice of any time off and will maintain punctual work attendance for the rest of the training year.
3. Dr. Doe will discuss emotional processing and outward presentation in at least one individual supervision meeting each week as a means of processing professionalism and appropriate expression. Dr. Doe will also pay attention to Jane's work attendance.

Do you have a second concern to report in this PIP?

No

Were the potential consequences discussed?

Yes

List implications discussed

Consequences of non-adherence by the trainee may result in an extension of the performance improvement plan and/or the risk of failing the internship.

Date Planned to Discuss/Sign with Intern

01/08/2025

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

I agree

Intern Signature

Jane Smith

Date Signed

01/08/2025

Intern Email

jane.smith@psychologyinterns.org

Implementing Supervisor Signature

John Doe

Date Signed

01/08/2025

Supervisor Email

jdoe@psychologyinterns.org

Date for next informal review with intern

01/22/2025

Date for next formal PIP review

02/12/2025

Is the Implementing Supervisor the site Training Director?

No

Training Director Signature

Jane Doe

Date Signed

01/08/2025

Training Director Email

tripper@psychologyinterns.org