



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 Daria Cook (dcook@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/>

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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 *

Supervisor responsible for implementing current plan *

Reference ID *

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.

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Performance Improvement Plan

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.

Please select plan Level

- Level 1
- Level 2

Identified Concern 1:

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

- Research
- Ethical and Legal Standards
- Individual and Cultural Diversity
- Professional Values and Attitudes

- Communication and Interpersonal Skills
- Evidence-based Assessment
- Evidence-based Intervention
- Evidence-based Supervision
- Consultation and Interprofessional/Interdisciplinary Skills

Please check all that apply

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

Type your answer here

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

Type your answer here

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

Type your answer here

Expectations for Acceptable Performance for Concern 1 *

For example: over the course of a two week period of time, intern will complete notes within 3 days

Expectations should be listed using SMART format. These items should be time sensitive and measurable items.

Action Steps for Concern 1

For example: turn notes in to supervisor to review within 24 hours 80% of the time in the two week review period.

List any actions the site and/or intern are doing to ensure expectations listed above are met as applicable

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

- Yes
- No

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Identified Concern 2

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

- Research
- Ethical and Legal Standards
- Individual and Cultural Diversity
- Professional Values and Attitudes
- Communication and Interpersonal Skills
- Evidence-based Assessment
- Evidence-based Intervention
- Evidence-based Supervision
- Consultation and Interprofessional/Interdisciplinary Skills

Please check all that apply

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

Type your answer here

Steps already taken by the intern to rectify Concern 2 that were identified: *

Type your answer here

Steps already taken by the supervisor(s)/site to address Concern 2: *

Type your answer here

Expectations for Acceptable Performance for Concern 2 *

For example: over the course of a two week period of time, intern will complete notes within 3 days

Expectations should be listed using SMART format. These items should be time sensitive and measurable items.

Action Steps for Concern 2

For example: turn notes in to supervisor to review within 24 hours 80% of the time in the two week review period.

List any actions the site and/or intern are doing to ensure expectations listed above are met as applicable

Do you have a third concern to report in this PIP? *

- Yes
- No

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Identified Concern 3

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

- Research
- Ethical and Legal Standards
- Individual and Cultural Diversity
- Professional Values and Attitudes
- Communication and Interpersonal Skills
- Evidence-based Assessment
- Evidence-based Intervention
- Evidence-based Supervision
- Consultation and Interprofessional/Interdisciplinary Skills

Please check all that apply

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

Type your answer here

Steps already taken by the intern to rectify Concern 3 that were identified: *

Type your answer here

Steps already taken by the supervisor(s)/site to address Concern 3: *

Type your answer here

Expectations for Acceptable Performance for Concern 3 *

For example: over the course of a two week period of time, intern will complete notes within 3 days

Expectations should be listed using SMART format. These items should be time sensitive and measurable items.

Action Steps for Concern 3

For example: turn notes in to supervisor to review within 24 hours 80% of the time in the two week review period.

List any actions the site and/or intern are doing to ensure expectations listed above are met as applicable

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Were the potential consequences discussed? *

- Yes
- No

List implications discussed *

Type your answer here

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

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Were the potential consequences discussed? *

- Yes
- No

Explain reasons not discussed *

Type your answer here

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

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STOP

Please use the save and continue later button at this time and email Daria Cook (dcook@psychologyinterns.org) that your draft PIP is ready to be reviewed.

The Regional Training Director needs to review your draft form BEFORE you review with your intern and submit.

Once you save the form you will be emailed a new link to the document you have started. Use this link to come back to the form once the draft has been approved. You will be able to review the document at that time and proceed to the signature page where the intern, supervisor, and site training director will need to sign.

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Action Plan / Performance Improvement Plan

Signatures

I, the intern, have reviewed the 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

Date for next formal PIP review *

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.*

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Training Director Signature

Training Director Signature *

Date Signed *

Training Director Email *

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