NOTICE OF NECESSITY TO IMPROVE (NNI)

If expectations are not met as outlined below, your performance issues will be addressed through the formal disciplinary process.

EMPLOYEE'S NAME		**EIN**	
DIVISION/SECTION	**JOB TITLE**	**NNI START DATE**	**NNI END DATE**

THE SPECIFIC AREAS OF NECESSARY IMPROVEMENT, ACTION STEPS AND TIME FRAMES TO ACHIEVE THESE EXPECTATIONS ARE AS FOLLOWS (attach additional pages if needed):

(1)Employee's Signature	Date
(1)Rater's Signature	Date

TO BE COMPLETED BY THE RATER AT THE END OF THE NNI PERIOD:

THE EMPLOYEE: ☐ Met expectations ☐ Did not meet expectations

If any performance problems arise within the next twelve months, the Employee will receive a Close-out evaluation and the appropriate level of discipline will be imposed.

(2)Employee's Signature	Date
(2)Rater's Signature	Date

INSTRUCTIONS AND DISTRIBUTION:

(1) Both the Rater and Employee sign and date the form to acknowledge a conference was held and a copy is given to the Employee. The original NNI form stays with the Rater in the Employee's supervisory file.

(2) At the end of the NNI period, after the Rater and Employee have met to discuss the performance results and signed the form, the Employee receives a copy of the completed form. The completed NNI form will be retained by the Rater for a period of 12 months.