30 DAY CORRECTIVE ACTION PLAN TEMPLATE – SAMPLE

GOAL   The ideal outcome of the problem being addressed.   Step 1

Employee will start every shift at their scheduled time. "On time" is defined as present and logged in within two minutes of the start of the scheduled shift.

ACTION ITEMS   The steps required to reach the goal.   Step 2

1. Initial meeting to discuss expectations and answer questions
2. Meet with manager to discuss tracking employee's time clock over next 30 days
3. Schedule weekly meetings with employee over the next 6 weeks

RESOURCES   Anything needed to assist with reaching the goal.   Step 3

1. Employee Handbook

SCHEDULE   The check-in points with employee.   Step 4

Wk 1	Discuss expectations and solutions to roadblocks for starting on time	Wk 4	
Wk 2	Review the first week of employee's time clock data	Wk 5	
Wk 3		Wk 6	

OUTCOME   The final result.   Step 5

Employee has successfully started their shift on time over the past 30 days.
No additional corrective action is needed at this time.

PREPARER NAME	SIGNATURE	DATE
Roslyn Kováč		00/00/0000

EMPLOYEE NAME	SIGNATURE	DATE
Romy Bailey		00/00/0000

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PREPARER NAME	SIGNATURE	DATE

EMPLOYEE NAME	SIGNATURE	DATE

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