

## Development Plan to Address Basic Professionalism

Dear \_\_\_\_\_,

This letter serves as official documentation that \_\_\_\_\_ (organization name) is placing you on a development plan for a period of 30 days. Your development period will begin on \_\_\_\_\_ (date) and will end on \_\_\_\_\_ (date). At the end of this period, you will meet with \_\_\_\_\_ (site supervisor) to review your performance.

The following areas of concern should be addressed through performance changes during your probationary period.

### Communication:

- Ask for clarification and question unclear tasks/expectations
- Send a daily email check in to identify completed daily tasks, note telephone calls and contacts, ask questions, express concerns and note tasks to follow up on
- Establish a Google calendar and share with site supervisor

### Follow Through:

- Check in daily via email
- Seek clarification around unclear communication
- Meet agreed upon deadline for work objectives

### Organization:

- Create and share a Google calendar
- Create a system for organization
- Be prepared for all meetings, bringing a writing utensil, paper and calendar
- Keep a neat work space

### Professionalism:

- Make social networking sites private
- Communicate work schedule changes at least 1 day in advance
- Communicate in a positive professional manner with co-workers

As a valued member of \_\_\_\_\_ (organization name), we want to give you every chance to complete your VISTA term successfully. However, failure to meet these conditions may result in termination from your position with the project.

If you have any questions or if we can be of any assistance to you in your role as a VISTA member, please do not hesitate to contact us.

Sincerely,