

**NOTIFICATION OF LESS THAN SATISFACTORY PERFORMANCE  
FOR NONINSTRUCTIONAL PERSONNEL**

The principal / supervisor must provide written communication describing the concern(s) prior to the assignment of a "Needs Improvement" or "Unsatisfactory" rating. Notification should be given in sufficient time to allow for improvement of the noted concern(s).

Name \_\_\_\_\_ Position \_\_\_\_\_

School / Dept. \_\_\_\_\_ Date \_\_\_\_\_

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Type Description Of Area(S) Of Concern Below:

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Signature of Principal / Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Copies: White – Personnel; Yellow – Principal; Pink – Employee