

## DWD POLICY 2023-18, CHANGE 2, ATTACHMENT B PERFORMANCE ACTION PLAN TEMPLATE

**Region:** Choose an item.

**Performance Period:** Click here to enter text.

### Missed Performance Indicators(s):

| Performance Indicator             | Individual Indicator Score | Overall Indicator Score | Overall Program Score |
|-----------------------------------|----------------------------|-------------------------|-----------------------|
| 2nd Quarter Employment after Exit |                            |                         |                       |
| 4th Quarter Employment after Exit |                            |                         |                       |
| Median Earnings                   |                            |                         |                       |
| Credential Attainment             |                            |                         |                       |
| Measurable Skills Gain            |                            |                         |                       |
| Retention with the Same Employer  |                            |                         |                       |

### Narrative Instructions

Respond to the items below. Responses should be well developed and include all requested information.

**Note: The text box fields below will expand to allow detailed responses.**

1. Explain why the local area did not achieve the goal for the indicator(s):

Click here to enter text.

2. Provide a plan of action to meet the performance standards for the indicator(s) that includes specific, measurable, achievable, realistic, and time-bound (SMART) goals:

Click here to enter text.

3. Staff training is a mandatory component of addressing a missed performance indicator. Please describe when staff training will occur (specific dates, must be at least quarterly), what topics will be covered, and any technical assistance that DWD can provide to ensure effective training sessions.

Click here to enter text.

4. Provide a timeline for improving performance including key milestones:

Click here to enter text.

**LWDB Chair Printed Name:**\_\_\_\_\_

**LWDB Chair Signature:**\_\_\_\_\_ **Date:** \_\_\_\_\_

**Chief Elected Official Printed Name:**\_\_\_\_\_

**Chief Elected Official Signature:**\_\_\_\_\_ **Date:** \_\_\_\_\_