Begin Intensive Assistance Plan
Contact Compass Supervisor prior to initiating

Forms Needed:
- Notice of IA Schedule
- Areas needing improvement
- Domains from Compass Rubric
- Dates
- Intensive Assistance Schedule
- Objectives
- Activities
- Timeline
- Expected Performances

Meet With Personnel:
- Develop Plan and complete forms
- Check Level 1 in top left corner of each form
- Read statement at bottom of Notice
- Evaluator and Evaluatee sign and date both forms

Throughout Plan:
- Provide support
- Conduct observations
- Communicate with Compass Supervisor

At conclusion of plan:
- Contact Compass Supervisor to Update
- Determine Effective or Ineffective

Meet with Personnel
- Review Plan
- Complete Page 2 with evidence of rating
- Check Effective or Ineffective Completion
- Evaluator and Evaluatee sign and date

Effective Completion:
- Plan is Complete
- Personnel exited from IA Plan

Ineffective Completion:
- Initiate Level 2 Plan

Forms Needed:
- Notice of IA Schedule
- Areas needing improvement
- Domains from Compass Rubric
- Dates
- Intensive Assistance Schedule
- Objectives
- Activities
- Timeline
- Expected Performances

Meet With Personnel:
- Develop Plan and complete forms
- Check Level 2 in top left corner of each form
- Read statement at bottom of Notice
- Evaluator and Evaluatee sign and date both forms

Throughout Plan:
- Provide support
- Conduct observations
- Communicate with Compass Supervisor

At conclusion of plan:
- Contact Compass Supervisor to Update
- Determine Effective or Ineffective

Meet with Personnel
- Review Plan
- Complete Page 2 with evidence of rating
- Check Effective or Ineffective Completion
- Evaluator and Evaluatee sign and date

Effective Completion:
- Plan is Complete
- Personnel exited from IA Plan

Ineffective Completion:
- Refer to Director of HR