



EXAMPLE: Performance Improvement Plan (PIP)

Employee Name: Mickey Mouse

Position/Department: High School Math Teacher

Manager: Donald Duck, Director

Date Issued: March 1, 2025

PIP Start Date: March 3, 2025

PIP End Date (30 days): April 2, 2025

Extended End Date (60 days): May 2, 2025

Purpose of the Plan

This Performance Improvement Plan (“PIP”) is designed to provide the employee with clear performance expectations, coaching, and support in order to successfully meet the requirements of their role. It outlines specific areas needing improvement, establishes measurable goals, and identifies resources available to assist.

Failure to demonstrate sustained and consistent improvement may result in further corrective action, up to and including termination of employment.

Areas of Concern

- Lesson Planning: Lesson plans for the weeks of 2/10 and 2/24 were not submitted on time, and the content did not align with required state standards.
- Classroom Management: Observations (2/12 and 2/20) noted frequent off-task behavior and lack of consistent expectations.
- Communication: Two parents (2/15 and 2/22) reported that emails regarding missing assignments were not responded to within 48 hours.

SMART Goals (Specific, Measurable, Achievable, Relevant, Time-Bound)

Managers must define no more than 5 SMART goals to keep the plan focused and manageable.

Goal #	SMART Goal Description	Measurement Criteria	Support/Resources Provided	Target Completion Date
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1	Submit weekly lesson plans by Friday at 3:00 PM for the following week.	100% of lesson plans submitted on time and aligned to standards.	Support from Director; template provided.	May 2, 2025
2	Implement consistent classroom management strategies (e.g., posted rules, positive reinforcement).	Director observes 3 consecutive classes with fewer than 3 off-task disruptions per class.	Observation feedback from Director; coaching from mentor teacher.	May 2, 2025
3	Respond to parent and student emails within 48 hours.	90% of parent/student inquiries responded to within required timeframe.	Mentor teacher assigned for guidance on communication.	May 2, 2025

Support and Resources

- Weekly coaching session with instructional coach.
- Behavior specialist support for classroom management strategies.
- Mentor teacher assigned for communication strategies.
- Access to lesson planning templates and curriculum pacing guides.

Review Outcomes

30-Day Review (April 2, 2025):

Extension Required — Lesson planning and communication improved, but classroom management still inconsistent.

60-Day Final Review (May 2, 2025):

Successfully Completed

Expectations and Consequences

Mickey Mouse must demonstrate consistent improvement in timely lesson planning, effective classroom management, and communication. Failure to meet these expectations will result in further corrective action, up to and including termination.



Signatures

Employee Signature: Mickey Mouse (3/1/25)

Manager Signature: Donald Duck (3/1/25)

HR Representative: Goofy (3/1/25)