

Performance Improvement Plan

TEAM MEMBER NAME:	LOCATION:
ROLE:	MANAGER:
DATE OF PLAN:	DURATION OF PLAN:
Overview of Performance Improvement Plan Where has the team member not met expectations?	

Areas of Improvement

To be a full contributor to the team, we need to see the below primary areas of improvement. Under each area of improvement, we have outlined examples of where expectations have not been met in this area.

AREA OF IMPROVEMENT	EXAMPLE(S)

Plan Moving Forward To help you improve the areas above, we propose you focus on the following areas over the specified duration of the plan. We have outlined key objectives of each of these areas, as well as expectations for timing and deliverables. We will evaluate progress on these areas throughout the duration of the plan and at the end of the plan, during the week of:

_____.

KEY ACTIVITIES	DETAILS	TIMING