

Performance Improvement Plan (PIP)

Confidential

Employee:
Supervisor:
Department:
Date:

The purpose of this Performance Improvement Plan (PIP) is to define serious areas of concern, gaps in your work performance, reiterate [COMPANY] expectations, and allow you the opportunity to demonstrate improvement and commitment.

Areas of Concern: (List specific areas where the employee failed to meet expectations)

Observations, Previous Discussions, or Additional Training Provided: (List any previous times the issues have been addressed, the context, and the outcome of discussions or training)

Step 1 - Improvement Goals: These are the goals related to areas of concern to be improved and addressed:

1.	
2.	
3.	

Step 2 - Activity Goals: Listed below are activities that will help you reach each goal:

Goal #	Activity	How to Accomplish	Start Date	Projected Completion Date

Step 3 - Resources: Listed below are resources available to you to complete your Improvement activities (may include other people's time or expertise, management support, training materials and activities, or time away from usual responsibilities.)

1.	
2.	
3.	

Step 4 - Expectations: The following performance standards must be accomplished to demonstrate progress towards achievement of each Improvement goal:

1.	
2.	
3.	
4.	
5.	

Step 5 - Progress Checkpoints: The following schedule will be used to evaluate your progress in meeting your Improvement activities.

Goal #	Activity	Checkpoint Date	Type of Follow-up (memo/call/meeting)	Progress Expected	Notes

Follow-up Updates: You will receive feedback on your progress according to the following schedule:

Date Scheduled	Activity	Conducted By	Completion Date
	30-day Review	[Supervisor]	
	45-day [or 60-day] Review	[Supervisor]	
	60-day [or 90 – Day] Review	[Supervisor]	

Timeline for Improvement, Consequences & Expectations:

Effective immediately, you are placed on a **(insert 30, 60, or 90)**-day PIP. During this time you will be expected to make regular progress on the plan outlined above. Failure to meet or

exceed these expectations, or any display of gross misconduct will result in further disciplinary action, up to and including termination. In addition, if there is no significant improvement to indicate that the expectations and goals will be met within the timeline indicated in this PIP, your employment may be terminated prior to the end of this PIP. Furthermore, failure to maintain performance expectations after the completion of the PIP may result in additional disciplinary action up to and including termination.

The PIP does not alter the employment-at-will relationship. Additionally, the contents of this PIP are to remain confidential. Should you have questions or concerns regarding the content, you will be expected to follow up directly with your supervisor.

We will meet again on as noted above to discuss your Performance Improvement Plan. Please schedule accordingly.

Signatures:

Print Employee Name: _____

Employee Signature: _____

Date: _____

Print Supervisor Name: _____

Supervisor Signature: _____

Date: _____