

Performance Improvement Plan

Name:

Manager:

Start date:

End date:

Preamble

As we have already discussed, you are currently not meeting all the requirements we have for your role. With this Performance Improvement Plan, we have developed an approach together that should help you bring your performance to the target level. We wish you every success during this time.

Expectations of the role & success criteria

Describe the basic requirements for the job in 3-5 points. Focus on problematic areas.

Expectations of the role	Success criteria
...	...
...	...
...	...
...	...

Identification of the problem

You generally meet the challenges of your role. However, there are a few areas where problems repeatedly occur. These areas need a significant and timely improvement.

	Improvement area #1	Improvement area #2	Improvement area #3
Expected performance			
Current problem			
Concrete examples			

Possible root cause			
Proposed solution			

Goals and expectations

Develop SMART goals for improvement: Specific, Measurable, Achievable, Relevant, and Time-bound. Define metrics that indicate success.

	Improvement area #1	Improvement area #2	Improvement area #3
SMART goal			
Metrics for evaluation			

Measures & resources

Describe specific measures and resources that should lead to performance improvement, e.g., coaching, specific sub-projects, or training. Define the expected result and milestones for each point.

Action	Expected result	Milestone (date)
<i>Measure 1, e.g. creation of a project plan</i>	<i>Measurable results, e.g. coordinated project plan</i>	
<i>Resource 1, e.g. Training Asana</i>		

Review Plan

Define the overall duration and regular check-ins to measure progress. Set a date for the final performance review.

Total duration of the PIP	___ days
Regular check-ins	<i>e.g. every Friday 12:00</i>
Final performance review	Date

Consequences

Make clear what happens if the performance does not improve within the set timeframe. This could include disciplinary actions, seeking an alternative role, or termination.

Basic consequences:

Option 1: The team member gets back on track, and the problem is solved.

Option 2: You find an alternative role in another team.

Option 3: You part ways.

Confirmation

I agree to the plan.

I confirm that I have read and discussed the Performance Improvement Plan with my manager and that I understand the information and associated expectations.

Signature of the reviewer: _____

Signature of the manager: _____