



Performance Improvement Plan

Employee's Name:	Date:
Company:	Department:
Manager:	Plan End Date:

The purpose of this Performance Improvement Plan is to define areas of concern, reiterate the expectations of your position, develop an immediate action plan, and allow you the opportunity to demonstrate improvement and commitment.

Area(s) of Concerns:

Possible Area(s) of Concern to list: Attendance, Communication, Productivity, Collaboration, Customer Service, Accuracy, Quality, Conduct/Policy adherence.

Manager should also list examples/observations of each concern along with the impact of these concerns.

Area of Concern:

Examples:

-
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Impact:

Area of Concern:

Examples:

-
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Impact:

Area of Concern:

Examples:

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Impact:

Area of Concern:

Examples:

-
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Impact:

Action Plan and Measurement of Improvement:

Manager should list the required actions below that the employee should take to improve performance. These actions should be related to the Area(s) of Concern listed above. Measurables should be included.

Action: <u>Measurement:</u>
Action: <u>Measurement:</u>
Action: <u>Measurement:</u>
Action: <u>Measurement:</u>

Manager’s Support Action Plan:

Manager should list steps below that they will take to check-in, follow-up, and support the employee during the PIP.

1.
2.

3.
4.

30 Day Timeline for Improvement, Expectations, and Consequences:

- You are expected to engage in immediate and sustained improvement in the areas of concern listed above.
- Failure to meet these expectations may result in termination.
- Failure to maintain performance expectations after the completion of this Performance Improvement Plan may result in additional disciplinary action up to including termination.

The content of this plan is to remain confidential. Should you have any questions or concerns regarding the content, you will be expected to follow-up with your Manager, Director, or Human Resources.

In 30 days we will review the progress documented in this performance plan to discuss the results and determine next steps.

Signatures:

Employee’s Signature

Date:

Manager’s Signature

Date:

Director’s Signature

Date: