

Performance Improvement Plan (PIP)

Employee Name: _____ Manager Name: _____

Job Title: _____ Dept: _____

PIP Start Date: _____ Est. End Date: _____

Standard(s) of Performance Reviewed (check all that apply):

Productivity

Efficiency

Teamwork

Quality

Attendance

Conduct

Policy Compliance

Other: _____

Role Expectations: Describe the acceptable performance expected in this role

Specific Areas of Concern: Provide details of specific incidents not meeting expectations.

Performance Improvement Plan (PIP) continued

Action Plan: Define concrete goals and expectations to achieve the minimum expectations of performance for the position.	
Goal and Description	Milestone/Expectation

Resources: The following resources will be available to help employee meet PIP goals.	
Resource	Description

I understand that the PIP may be ended early if insufficient progress is achieved where it is improbable that the expectations of the action plan will be met. Failure to meet and sustain improved performance may lead to further disciplinary action, up to and including termination. I understand this does not alter the at-will nature of my employment.

Employee (signature):_____ Date: _____

Manager(signature):_____ Date: _____

This performance plan is not an employment contract or guarantee of continued employment.

Follow-Up Meetings

Schedule frequent follow-up meetings to discuss progress. Record detailed notes followed by both employee and manager initials.

Employee: _____

Position: _____

Check-in Date: _____

Employee: _____

Manager: _____

Check-in Date: _____

Employee: _____

Manager: _____

Check-in Date: _____

Employee: _____

Manager: _____