

# PERFORMANCE IMPROVEMENT PLAN

## [COMPANY NAME]

### The Introductory Data

Employee information:	
Employee:	
Employee Role:	
Department:	
Manager:	
Date:	

Main Areas of Concern:	
*List the specific areas in which the employee failed to meet the required expectations.	
1.	
2.	
3.	
4.	
5.	

Expected PIP duration:	
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### Issues Previously Addressed

Previous Observations and Discussions:
*List the observations and discussions previously made about the main concerns (if any), and their outcomes.

**Previous Training Provided:**

\*Define the training covering the main areas of concerns made previously (if any), and its outcomes.

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**The Action PIP Steps**

**STEP 1: The Improvement Goals**

\*The purpose of this step is to list the specific goals that are related to the Main Areas of Concern the employee needs to improve on.

1.	
2.	
3.	
4.	
5.	

**STEP 2: The Goal-Related Activities**

\*The purpose of this step is to list the activities that will help the employee reach the listed improvement goals.

Goal	Goal-related activity	How to Accomplish	Start date	End date
1.				
2.				
3.				
4.				
5.				

**STEP 3: The Action Plan with Resources**

\*The purpose of this step is to list the resources that are available to help the employee carry out the goal-related activities.

1.	
2.	
3.	
4.	
5.	

**STEP 4: The Performance Matrics (Expectations)**

\*The purpose of this step is to list the expectations the employee needs to meet in order to show steady progress towards reaching the listed improvement goals.

1.	
2.	
3.	
4.	
5.	

**The follow-up PIP steps**

**The Progress Report**

\*The purpose of this step is to track the progress the employee is making with each goal-oriented activity.

Goal	Progress on goal-related activity	Check date	Follow-up method	Follow-up conducted by	Expected progress	Additional comments
1.						
2.						
3.						
4.						

5.						
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**STEP 5: The Reward**

\*The purpose of this step is to list the rewards for the achievements.

1.	
2.	
3.	
4.	
5.	

**Consequences of not adhering to the Performance Improvement Plan:**

\*Explain the consequences the employee will face if the efforts invested in implementing this Performance Improvement Plan are insufficient.

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**The Signatures**

<b>Employee name:</b>	
<b>Employee signature:</b>	
<b>Date:</b>	

<b>Supervisor's name:</b>	
<b>Supervisor's signature:</b>	
<b>Date:</b>	