

Performance Improvement Plan

Employee:

Manager:

Date:

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

Areas of Concern: *(factual, objective, specific)*

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Observations: *(previous discussions, past coaching)*

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Improvement Goals: *(related to Areas of Concern with an action plan/activities to accomplish goals)*

Goal	Action Plan
	<ul style="list-style-type: none">••
	<ul style="list-style-type: none">••

Resources & Support *(list out what resources and support the employee will have from management/company)*

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Checkpoints: *(how often will you meet to measure progress? When do you expect to see progress on specific goals?)*

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Timeline for Improvement: *(outline PIP timeline – 30 days, 60 days, etc)*

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Expectations: *(expected commitment / what happens if failure to meet PIP)*

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Signatures:

Employee Name (Print):

Employee Signature

Date

Manager Name (Print):

Manager Signature

Date

