

Employee Performance Improvement Plan

This Performance Improvement Plan (PIP) is designed to document performance areas requiring improvement and outline the necessary steps to meet company expectations.

Employee Information

Employee Name: Job Title:
Department: Supervisor Name:
Date Created: Review Period:

Performance Areas Requiring Improvement

Identify the specific areas where the employee's performance does not meet established standards.

Area 1 (e.g., Quality of Work):
Area 2 (e.g., Attendance):
Area 3 (e.g., Communication):

Expected Goals and Performance Standards

State the specific, measurable goals the employee must achieve to meet expectations.

Goal 1:
Goal 2:
Goal 3:

Action Steps and Support Provided

Outline the action steps the employee will take, along with the training or resources the company will provide.

Employee Action Step 1: Support/Resources:
Employee Action Step 2: Support/Resources:

Timeline and Progress Evaluation Schedule

Specify the dates and frequency when progress will be reviewed during the PIP period.

30-Day Review Date: Expected Status/Notes:
60-Day Review Date: Expected Status/Notes:
90-Day Review Date: Expected Status/Notes:

Acknowledgment and Signatures

By signing below, the supervisor and employee acknowledge that they have discussed this Performance Improvement Plan and agree to the expectations outlined.

Employee Signature: Date:
Supervisor Signature: Date: