**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**  |
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**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):**

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Employee Signature Date

**Manager Name (Print):**

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Manager Signature Date