

Performance Improvement Plan

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Position: [Insert Employee Position]

Supervisor/Manager: [Insert Supervisor/Manager Name]

Overview

This Performance Improvement Plan (PIP) is designed to outline specific areas of performance that require improvement, establish measurable goals, and provide support resources to assist the employee in achieving these goals.

Performance Issues

- [Describe the specific performance issues or concerns]
- [Include any relevant incidents or examples]
- [Emphasize the impact of these issues on the team and organization]

Expected Outcomes

By the end of this Performance Improvement Plan, the employee is expected to:

- [List expected outcomes and improvements]
- [Provide measurable performance indicators]

Action Steps

The following steps will be taken to support the employee in their improvement:

1. [List specific actions the employee should take]
2. [Outline support provided by the supervisor or management]
3. [Include milestones and deadlines]

Review Schedule

The employee's progress will be reviewed on the following dates:

- [Insert review date 1]
- [Insert review date 2]

- [Insert review date 3]

Acknowledgment

By signing below, the employee acknowledges that this Performance Improvement Plan has been discussed and understands the expectations set forth.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____