

Performance Improvement Plan (PIP)

Employee Information

Employee Name:

Job Title/Position:

Department:

Supervisor/Manager:

PIP Start Date:

Reason for Performance Improvement Plan

Describe the repeated offenses and previous discussions/interventions...

Performance Issues

Issue/Offense	Date(s)	Details
e.g. Tardiness	e.g. 2024-03-10, 2024-04-15	Describe incident(s)

Expected Improvements

List measurable behavior or performance standards to be met...

Support & Resources Provided

Outline support, training, or resources that will be provided...

Timeline & Follow-up

Review Dates:

e.g. Weekly on Fridays, Final review on 2024-08-16

Consequences of Non-Improvement

State next steps if performance does not improve (e.g., further disciplinary action, termination)...

Employee Signature:

Date:

Manager/Supervisor Signature:

Date: