

Basic Performance Improvement Plan (PIP)

Employee Name:

Position:

Manager:

Date:

Purpose:

This Performance Improvement Plan (PIP) is designed to help [Employee Name] address specific performance concerns and outline a clear path for improvement. This plan is intended to be supportive and collaborative, with the goal of helping [Employee Name] succeed in their role.

Performance Concerns:

[Clearly outline the specific performance issues that need to be addressed. Be specific, factual, and provide examples.]

Goals and Expectations:

[List SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals that the employee should achieve to improve their performance. These goals should be directly related to the identified performance concerns.]

Action Plan:

[Outline the specific steps or actions the employee will take to achieve the improvement goals. This could include additional training, coaching, or changes to their work processes.]

Timeline:

[Establish a timeline for achieving the improvement goals. Specify deadlines for each action step and overall goal completion.]

Resources and Support:

[List the resources and support that will be available to the employee during the PIP. This could include additional training, mentoring, coaching, or access to tools and technology.]

Progress Reviews:

[Outline the frequency and format of progress reviews. Specify who will conduct the reviews and what will be discussed.]

Consequences of Not Meeting Expectations:

[Clearly state the consequences if the employee fails to meet the improvement goals within the timeframe. This could include further disciplinary action, demotion, or termination.]

Agreement:

- Employee Signature:
- Date:
- Manager Signature:
- Date: