

Detailed Performance Improvement Plan (PIP)

Employee Name:

Position:

Manager:

Date:

Purpose:

This Performance Improvement Plan (PIP) is a formal process to address and improve [Employee Name]'s performance in specific areas. This plan outlines expectations, goals, action steps, and timelines for improvement. The goal is to provide [Employee Name] with the support and guidance needed to succeed in their role.

Performance Summary:

[Summarize the employee's overall performance, highlighting strengths and weaknesses. Be specific and provide examples of behaviors or results that need improvement.]

Performance Areas Requiring Improvement:

[List the specific performance areas that need to be addressed, with detailed explanations and examples.]

Root Cause Analysis:

[Analyze the underlying causes of the performance issues. This could involve factors such as lack of skills, knowledge, resources, or motivation.]

SMART Goals and Objectives:

[Define specific, measurable, achievable, relevant, and time-bound goals for improvement. Ensure that the goals are challenging yet attainable and aligned with the employee's role and the company's objectives.]

Action Plan:

- **Specific Action Steps:** [List detailed steps the employee will take to achieve each goal.]
- **Timeline for Completion:** [Set realistic deadlines for each action step.]
- **Resources and Support:** [Identify the resources, tools, training, or support the employee will need to complete the action steps.]

- Metrics for Success: [Define clear and measurable metrics that will be used to evaluate progress towards goals.]

Monitoring and Evaluation:

- Progress Review Schedule: [Establish a regular schedule for progress reviews, such as weekly or bi-weekly meetings.]
- Feedback Mechanism: [Outline how feedback will be provided to the employee, both formally and informally.]
- Documentation: [Specify how progress and feedback will be documented throughout the PIP.]

Consequences of Not Meeting Expectations:

[Clearly articulate the potential consequences if the employee fails to meet the improvement goals within the specified timeline. This could include further disciplinary action, changes in responsibilities, or termination of employment.]

Employee Acknowledgement:

[Provide space for the employee to acknowledge that they have received and understood the PIP.]

- Employee Signature:
- Date:

Manager Acknowledgement:

[Provide space for the manager to acknowledge that they have discussed the PIP with the employee and will provide the necessary support and resources.]

- Manager Signature:
- Date: