



PERFORMANCE IMPROVEMENT PLAN (PIP) TEMPLATE

1. Employee Information

Employee Name	
Job Title	
Department	
Manager/Supervisor	
Date of PIP Initiation	

2. Plan Details

Provide specific areas for improvement, set objectives, detail support, and outline evaluation methods.

Performance Area	Issues / Examples	Objective	Support / Resources	Timeframe	Evaluation Criteria / Check-In Dates



3. Follow-Up Actions

Specify potential actions if objectives are not met.

Follow-Up Action	Description	Implementation Date

4. Acknowledgement

By signing, you acknowledge the objectives, support, and expectations outlined in this PIP.

Signature	Date
Employee:	
Manager/Supervisor:	



5. Final Review

To be completed at the end of the PIP period.

Date of Final Review:	
Outcome: (e.g., Objectives Met, Partial Improvement)	
Next Steps:	

Usage Instructions

- 1. Employee Information:** Start by filling out the employee's basic information, including name, job title, department, manager/supervisor, and the date of PIP initiation.
- 2. Plan Details:** Identify the specific areas that need improvement. For each performance area:
 - Describe the issue or give examples of the performance concern.
 - Set a clear objective for the employee to achieve.
 - List the support/resources that will be provided to help the employee improve.
 - Define a timeframe for completing the objective.
 - Establish evaluation criteria and set check-in dates to monitor progress.
- 3. Follow-Up Actions:** Outline potential actions if the employee does not meet the objectives. For each follow-up action:
 - Provide a brief description of the action (e.g., additional training).
 - Note the implementation date for this action.
- 4. Acknowledgement:** Have both the employee and the manager/supervisor sign this section to acknowledge the objectives, support, and expectations set in the PIP.
- 5. Final Review:** Complete this section at the end of the PIP period. Include the date of the final review, the outcome (e.g., objectives met or partial improvement), and any next steps to be taken.