# **Performance Improvement Plan (PIP) Template**

**Employee Details**

|  |  |
| --- | --- |
| Employee Name: |  |
| Job Title: |  |
| Department: |  |
| Date Plan Begins: |  |

Purpose of the PIP

This plan is designed to provide structured support to help the employee meet performance expectations. It is not a form of punishment.

**Performance Gaps Identified**

Issue 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evidence/Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Issue 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evidence/Example: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Performance Expectations (SMART Goals)**

|  |  |  |
| --- | --- | --- |
| **Goal** | **Measurement Criteria** | **Target Date** |
|  |  |  |
|  |  |  |
|  |  |  |

**Resources & Support Provided**

**Training**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentoring**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Process** **Changes**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check-in Dates**

**1st Review**: \_\_\_\_\_\_\_\_\_\_\_

**2nd Review**: \_\_\_\_\_\_\_\_\_\_\_

**Possible Outcomes**

☐ Successful Completion

☐ Extension of PIP

☐ Further Action Required

**Signatures**

|  |  |
| --- | --- |
| Employee: | Date: |
| Manager: | Date: |
| HR Representative: | Date: |