# C:\Users\user\Downloads\White and Blue Modern Minimalist Blank Page Border A4 Document (1).jpgPerformance Improvement Plan (PIP)

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager/Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 1. Purpose of the Plan

This Performance Improvement Plan (PIP) outlines specific performance deficiencies, improvement goals, timelines, and available resources. It serves as a roadmap to help the employee meet the expected job standards.

## 2. Areas Requiring Improvement

|  |  |  |
| --- | --- | --- |
| Performance Area | Current Performance Issues | Expected Standard/Outcome |
|  |  |  |

## 3. Goals and Objectives (SMART Criteria)

|  |  |  |
| --- | --- | --- |
| Goal/Objective | Measurement Criteria | Deadline |
|  |  |  |

## 4. Support and Resources Provided

|  |  |  |
| --- | --- | --- |
| Type of Support | Details | Responsible Person |
| Training |  |  |
| Mentorship |  |  |
| Tools/Resources |  |  |

## 5. Consequences of Non-Improvement

If the employee fails to meet the expected improvements within the specified timeframe, potential actions may include reassignment of duties, demotion, or termination of employment, in accordance with company policies.

## 6. Acknowledgment and Agreement

I acknowledge that I have reviewed and understood this Performance Improvement Plan. I understand the performance expectations, the support available to me, and the consequences of not meeting these expectations.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Manager/Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

HR Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

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