[Insert Logo Here]

## Performance Improvement Plan (Template)

**Performance Improvement Plan (PIP)**

**Private & Confidential**

|  |  |
| --- | --- |
| Employee Name: |  |
| Reporting Manager: |  |
| Start of Period (MM/DD/YYYY): |  |
| End of Period (MM/DD/YYYY): |  |

The purpose of this Performance Improvement Plan (PIP) is to address serious areas of concern, gaps in your work performance, reiterate [Organization]’s expectations, and allow you the opportunity to make changes to your performance and improve.

**Areas of Concern:**

|  |
| --- |
| * Outline detailed, but concise bullet list of performance areas that are significantly lacking
* These should be drilled down to a task level, and not kept vague and high-level.
* Reference performance issues that can be measured.
 |

**Previous Discussions:**

|  |
| --- |
| *Recap dates / times you have addressed these issues in the recent / relevant past. Be sure to reference any documentation when applicable (e.g. email threads, slack messages, formal write-ups, etc.* |

**Step 1: Improvement Goals.** These are the goals and/or standards of performance that you are expected to meet, related to areas of concern we have addressed above:

|  |  |
| --- | --- |
| 1. | Example: X task must be completed by Y time, at Z level of quality |
| 2. |  |
| 3. |  |

**Step 2: Activity Goals:** Listed below are activities we feel will help you reach each goal:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Activity** | **How to Accomplish** | **Start Date** | **Projected Completion Date** |
| 1. | Example: Prioritize items by creating a daily / weekly checklist with due dates so things are not missed. | Example: Utilize a personal Notion page to keep track of items. Escalate to <name> if priorities are unclear, or if you need clarity on urgency. |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

**Step 3: Resources:** Listed below are resources available to you to complete your Improvement activities (may include other people’s time or expertise, funds for training materials and activities, or time away from usual responsibilities.)

|  |  |
| --- | --- |
| 1. | Example: <Name> will be your main point of contact for X task(s) |
| 2. |  |
| 3. |  |

*[OPTIONAL: This can be incorporated as part of Step 3: Resources, above]* **Management Support:** Listed below are ways in which your manager will support your Improvement activities.

|  |  |
| --- | --- |
| 1. | Example: Manager / I will devote 30 mins a day/week to meet with you to discuss challenges and address roadblocks |
| 2. | Example: Manager / I will manage X task on your behalf during this period while you focus on improving on the described areas of concern. |
| 3. | Add more line items as needed |

**Step 4: Expectations:** The following performance standards must be accomplished to demonstrate progress towards achievement of each Improvement goal:

|  |  |
| --- | --- |
| 1. | Example: You will start your work day promptly from 9am each day for the duration of the PIP |
| 2. | Example: You will attend all required team meetings, prepared to participate, and with your camera on |
| 3. | Add more line items as needed |

**Step 5: Progress Checkpoints:** The following schedule will be used to evaluate your progress in meeting your Improvement activities.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Activity** | **Checkpoint Date** | **Type of Follow-up****(email / call / meeting)** | **Progress Expected** | **Notes** |
| 1. | Refer to Step 2 (Activities) |  |  | Refer to Step 4 (Expectations). Are they meeting them?  | What is going well? What needs to be corrected? |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

**Follow-up Updates**: You will receive feedback on your progress according to the following schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Scheduled** | **Activity** | **Conducted By** | **Completion Date** |
|  | 14-day Video Call Check-In | Manager |  |
|  | 30-day Video Call + Formal Email Update | Manager |  |
|  | 60 or 90 Final Status Meeting (Video Call) | Manager |  |

Effective immediately, you will be placed on a **[30/60/90 - select one]** day PIP. During this time, you will be expected to make regular progress on the plan outlined above. Failure to meet or exceed these expectations, or any display of gross misconduct will result in further disciplinary action, up to and including termination. In addition, if there is no significant improvement to indicate that the expectations and goals will be met within the timeline indicated in this PIP, your employment may be terminated prior to days. Furthermore, failure to maintain performance expectations after the completion of the PIP may result in additional disciplinary action up to and including termination.

The PIP does not alter any other aspects of your employment agreement. Additionally, the contents of this PIP are to remain confidential. Should you have questions or concerns regarding the content, you will be expected to follow up directly with me.

We will meet again on the noted dates above to discuss your Performance Improvement Plan, but should there be a need to meet at other dates aside from the scheduled meetings prescribed, let me know and we can schedule accordingly.

**Signatures:**

**[Employee Name]**

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

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

**[Manager Name]**

Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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