



Performance Improvement Plan (PIP)

Confidential

Employee Name _____

Date _____

Supervisor Name _____

Dept _____

The purpose of this Performance Improvement Plan (PIP) is to define serious areas of concern, gaps in your work performance, reiterate **Leaders** expectations, and allow you the opportunity to demonstrate improvement and commitment.

Step 1: Areas of Concern and Improvement Goals: These are areas of concern and the related goals to achieving improvement.

Area of Concern	Improvement Goal

Step 2: Activity Goals: These are the action items necessary to achieve improvement.

Improvement Goal	Action Items to Improve	Date to Achieve	Supervisor Initials	Employee Initials

Step 3: Follow-up

Week 1 Follow-up **Date:** _____

Area of Improvement	Action Items to Improve	Achieved	Not Achieved



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Week 2 Follow-up Date: _____

Area of Improvement	Action Items to Improve	Achieved	Not Achieved

Week 3 Follow-up Date: _____

Area of Improvement	Action Items to Improve	Achieved	Not Achieved

Week 4 Follow-up Date: _____

Area of Improvement	Action Items to Improve	Achieved	Not Achieved

Timeline for Improvement, Consequences & Expectations:

Effective immediately, you are placed on a 30-day PIP. 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 **30**-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 the employment-at-will relationship. 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 your manager.

Signatures:

Employee Signature: _____ Date _____

Manager Signature: _____ Date _____