

Performance Improvement Plan (PIP) Template

Employee Information:

- Team Member Name:
- Manager:
- Role:
- Department:
- Date of Plan:

Plan Duration:

- Length of PIP:
- Start Date:
- End Date:

Overview of Performance Improvement Plan:

- Brief description of the PIP purpose and importance
- [Guiding questions to help the manager articulate where the team member has not met expectations]

Areas of Improvement:

- Area 1:
 - Specific Expectation:
 - Example(s) of Performance Gap:
- Area 2:
 - Specific Expectation:
 - Example(s) of Performance Gap:
- [Additional areas as necessary, focusing on no more than 3-4 key areas]

SMART Goals for Improvement:

- Goal 1: [Specific, Measurable, Achievable, Relevant, Time-Bound]
- Goal 2: [Specific, Measurable, Achievable, Relevant, Time-Bound]
- [Additional goals as necessary]

Action Plan for Improvement:

- Key Activities:
 - Activity 1:
 - Additional Details:
 - Success Indicator:
 - Timing/Deadline:
 - Activity 2:
 - Additional Details:
 - Success Indicator:
 - Timing/Deadline:
 - [Additional activities as necessary]

Support and Resources:

- Training Sessions:
- Mentorship Opportunities:
- Scheduled Feedback Meetings:
- Additional Resources:

Employee Feedback:

- Employee's initial comments:
- [Space for the employee to provide input or perspective on the PIP]

Progress Indicators and Check-Ins:

- Check-In Date 1: [Goals to be reviewed, method of review]
- Check-In Date 2: [Goals to be reviewed, method of review]
- [Additional check-ins as necessary]

Follow-Up Plan:

- Steps following successful PIP completion:
- Steps if performance does not improve:

Signatures:

- Team Member Signature: _____ Date: _____
- Manager Signature: _____ Date: _____

Confidentiality Note:

- [Statement regarding the confidentiality and professional handling of the PIP]