# Performance Improvement Plan

Date: 2025-10-14

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PERFORMANCE IMPROVEMENT PLAN  
  
Employee: Tyler [Last Name]  
Date: [Date]  
Review Period: 90 Days  
Next Review Date: [Date + 90 days]  
  
PURPOSE  
This Performance Improvement Plan (PIP) outlines specific areas where performance improvement is needed and establishes clear expectations, measurable goals, and support resources to help the employee succeed in their role as Mid Current Owner.  
  
AREAS REQUIRING IMPROVEMENT  
  
1. COMMUNICATION EFFECTIVENESS IN TECHNICAL DISCUSSIONS  
  
Current State:  
The employee's communication during shift handoffs and technical discussions requires improvement. Information sharing during pass-down meetings has been minimal, requiring others to ask multiple follow-up questions to obtain necessary details about workstation status and repeat failures. Email has been the primary communication method for complex technical issues, without sufficient follow-up discussions to ensure understanding.  
  
Expected Performance:  
• Proactively share workstation status, top failures, and action plans during pass-down meetings without prompting  
• Provide complete technical context when discussing issues, including data analysis and next steps  
• Follow up emails about complex technical matters with face-to-face or virtual discussions to ensure clarity  
• Respond to technical questions with detailed explanations rather than brief statements  
  
Measurable Goals:  
• By Day 30: Attend communication effectiveness training and demonstrate improved pass-down presentations as assessed by shift supervisor  
• By Day 60: Receive positive feedback from at least 2 team members on communication improvements during technical discussions  
• By Day 90: Successfully lead 3 technical discussions where complex issues are resolved collaboratively without requiring information extraction  
  
2. COLLABORATIVE PROBLEM-SOLVING AND DATA ANALYSIS  
  
Current State:  
The employee's analytical approach needs strengthening in the area of root cause analysis. While problem statements and initial data gathering are adequate, there have been instances where multiple potential causes were proposed without data-driven prioritization. The analytical methodology should progress from data collection through systematic analysis to evidence-based conclusions.  
  
Expected Performance:  
• Use data analysis to narrow potential root causes before proposing investigations  
• Document analytical methodology showing how data supports conclusions  
• Engage collaboratively with team members when evaluating technical challenges  
• Present technical findings in a structured format that shows progression from data to conclusions  
  
Measurable Goals:  
• By Day 30: Complete root cause analysis training and apply learned methodology to at least one active issue  
• By Day 60: Submit 2 complete root cause analyses that demonstrate data-driven prioritization of probable causes  
• By Day 90: Receive manager approval on analytical approach for 3 consecutive technical investigations  
  
3. STAKEHOLDER ENGAGEMENT AND RELATIONSHIP BUILDING  
  
Current State:  
The employee needs to strengthen engagement with key stakeholders including vendors, shift teams, technicians, and cross-functional partners. Proactive meeting scheduling and relationship-building activities have been limited. The employee should take initiative to coordinate with stakeholders rather than waiting for direction.  
  
Expected Performance:  
• Proactively schedule meetings with vendors, shift teams, and cross-functional partners  
• Build working relationships through regular check-ins and presence in the fab  
• Understand stakeholder pain points related to the workstation and develop solutions collaboratively  
• Take ownership of coordinating necessary discussions to move work forward  
  
Measurable Goals:  
• By Day 30: Schedule and conduct initial meetings with 3 key stakeholder groups (vendors, shift leads, technicians)  
• By Day 60: Establish regular meeting cadence with key stakeholders and document pain points/action items  
• By Day 90: Receive positive feedback from at least 2 stakeholders on engagement and collaboration improvements  
  
4. STRATEGIC PROJECT PLANNING AND COMMUNICATION  
  
Current State:  
The employee should develop a stronger pipeline of strategic projects for the workstation while maintaining balance with tactical concerns. Communication about priorities, current projects, and areas needing support during one-on-one meetings with management should be more structured.  
  
Expected Performance:  
• Maintain a documented project pipeline with clear priorities and timelines  
• Balance daily operational needs with strategic improvement initiatives  
• Clearly communicate project status, priorities, and support needs during management meetings  
• Develop projects that address both immediate concerns and long-term workstation performance  
  
Measurable Goals:  
• By Day 30: Present a documented project pipeline with 3-5 strategic initiatives, including success criteria and timelines  
• By Day 60: Complete at least one strategic project and demonstrate progress on 2 others  
• By Day 90: Establish consistent project communication format used in all one-on-one meetings  
  
SUPPORT AND RESOURCES PROVIDED  
  
• Weekly one-on-one meetings with manager to discuss progress, challenges, and support needs  
• Access to communication effectiveness and root cause analysis training programs  
• Mentorship pairing with a senior engineer who excels in stakeholder engagement  
• Manager will facilitate initial stakeholder introductions as needed  
• Monthly feedback sessions with peers and stakeholders (360-degree feedback)  
  
CHECK-IN SCHEDULE  
  
• Weekly: One-on-one meetings with manager to review progress  
• Day 30: Formal review of progress against 30-day goals  
• Day 60: Mid-point comprehensive review with manager  
• Day 90: Final review to determine if performance expectations have been met  
  
CONSEQUENCES  
  
If the performance goals outlined in this plan are not met by the 90-day review date, further corrective action may be taken, up to and including termination of employment. However, the company is committed to providing support and resources to help the employee succeed.  
  
ACKNOWLEDGMENT  
  
I acknowledge that I have received and reviewed this Performance Improvement Plan. I understand the performance expectations, goals, timeline, and consequences outlined above. I understand that I will receive support and resources to help me meet these expectations.  
  
Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_  
  
Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_  
  
HR Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

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