# Performance Improvement Plan

Date: 2025-10-14

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PERFORMANCE IMPROVEMENT PLAN  
  
Employee Name: Tyler [Last Name]  
Position: [Job Title]  
Department: [Department Name]  
Manager: [Manager Name]  
PIP Start Date: [Date]  
PIP Review Date: [Date - 30/60/90 days]  
  
PURPOSE:  
This Performance Improvement Plan (PIP) outlines specific performance expectations and improvement goals for the employee. The purpose is to provide clear guidance, support, and a reasonable timeframe to achieve the required performance standards.  
  
AREAS REQUIRING IMPROVEMENT:  
  
1. Communication Effectiveness in Team Meetings  
  
Current Performance:  
The employee's participation in pass down meetings and technical discussions does not consistently meet expectations for proactive information sharing and collaborative dialogue. During pass down meetings, responses provided regarding repeat fails and workstation status often require follow-up questions to obtain necessary details. Information is shared reactively rather than proactively, which impacts team efficiency and decision-making.  
  
Expected Performance:  
- Prepare for pass down meetings by reviewing workstation data, top fails, and action plans prior to meeting start  
- Proactively share relevant information about repeat fails, including current status and planned actions, without requiring prompting  
- Provide complete responses that include context and next steps when discussing technical issues  
- Listen actively to colleagues' perspectives and engage in constructive dialogue during discussions  
  
Measurable Goals:  
- By [30 days]: Attend 100% of scheduled pass down meetings prepared with written notes on workstation status, top 3 fails, and action plans  
- By [60 days]: Receive feedback from manager and 2 team members that information sharing has improved, measured through structured feedback forms  
- By [90 days]: Demonstrate consistent proactive communication in at least 80% of pass down meetings as measured by manager observation checklist  
  
2. Technical Analysis and Problem-Solving Methodology  
  
Current Performance:  
When investigating technical problems, the employee's analysis does not consistently follow the expected systematic approach. Problem statements and initial data collection are completed, but root cause analysis does not always include sufficient evaluation of data to prioritize probable causes. Multiple potential causes may be proposed for investigation without documented analysis supporting which should be investigated first.  
  
Expected Performance:  
- Follow the company's standard problem-solving methodology: problem statement, data collection, data analysis, root cause hypothesis with supporting evidence, and action plan  
- Document analysis that evaluates collected data and provides rationale for which probable cause is most likely based on evidence  
- Present technical findings with clear logic connecting data to conclusions  
- When multiple potential causes exist, provide analysis showing why certain causes should be prioritized  
  
Measurable Goals:  
- By [30 days]: Complete [technical analysis training] offered by Engineering Learning & Development  
- By [60 days]: Submit 3 technical analyses using the standard problem-solving template with documented evaluation of data and prioritized recommendations  
- By [90 days]: Receive satisfactory rating on technical analysis quality from manager review of submitted work  
  
3. Cross-Functional Collaboration and Stakeholder Engagement  
  
Current Performance:  
The employee's approach to coordinating with technicians, vendors, and cross-shift teams does not consistently include proactive relationship-building or direct engagement. Complex technical issues are communicated primarily through email without follow-up discussions to ensure understanding and alignment. The employee has not consistently initiated meetings with key stakeholders to discuss workstation direction, priorities, or technical issues, which has limited the effectiveness of cross-functional coordination.  
  
Expected Performance:  
- Initiate and schedule regular meetings with technicians and relevant cross-functional teams to discuss workstation priorities, technical issues, and coordinate actions  
- Follow up written technical communications with direct discussions when issues are complex or require team alignment  
- Build working relationships with stakeholders through regular engagement, understanding their perspectives and pain points  
- Use multiple communication methods appropriate to the situation (email for documentation, meetings for discussion and alignment, one-on-ones for relationship building)  
  
Measurable Goals:  
- By [30 days]: Schedule and conduct initial meetings with [specific technician groups] and [specific vendor contacts] to introduce collaborative approach  
- By [60 days]: Establish regular meeting cadence (minimum bi-weekly) with key stakeholder groups; attend relationship-building training offered by HR  
- By [90 days]: Demonstrate improved stakeholder engagement measured by feedback from 3 key stakeholders indicating increased collaboration and responsiveness  
  
4. Strategic Planning and Priority Communication  
  
Current Performance:  
The employee's communication regarding current priorities and strategic initiatives during one-on-one meetings with the manager does not consistently provide clear visibility into work status, priorities, and areas where support is needed. Strategic project development for the workstation requires strengthening to balance tactical issue resolution with longer-term improvement initiatives.  
  
Expected Performance:  
- Prepare for one-on-one meetings with clear summary of current priorities, work status, completed activities, and areas where guidance or support is needed  
- Develop and maintain a pipeline of strategic projects for workstation improvement that balance addressing immediate issues with longer-term goals  
- Clearly articulate project goals, status, and next steps when discussing work with manager  
- Proactively identify and communicate obstacles or areas where additional support would enable success  
  
Measurable Goals:  
- By [30 days]: Establish standard one-on-one meeting format including written agenda with priorities, status updates, and support needs  
- By [60 days]: Develop strategic project roadmap for workstation with at least 3 initiatives, including project charters with goals and success metrics  
- By [90 days]: Demonstrate consistent clear communication in one-on-ones as measured by manager feedback, and make measurable progress on at least 2 strategic projects  
  
SUPPORT AND RESOURCES PROVIDED:  
- Weekly one-on-one meetings with manager to review progress and provide coaching  
- Access to technical analysis training through Engineering Learning & Development  
- Access to communication and collaboration skills training through HR Learning & Development  
- [Mentor name] assigned as technical mentor for problem-solving methodology guidance  
- Manager will provide specific feedback within 48 hours after pass down meetings during first 30 days  
- Template and tools for structured problem-solving and project planning  
  
CHECK-IN SCHEDULE:  
- Week 2: Initial check-in on progress and any immediate obstacles  
- Week 4: Formal 30-day review of progress against measurable goals  
- Week 8: Formal 60-day review of progress against measurable goals  
- Week 12: Final 90-day review and determination of PIP outcome  
  
CONSEQUENCES:  
If performance does not improve to meet the expectations outlined in this plan by the end of the 90-day period, further corrective action up to and including termination of employment may result. Success on this PIP means achieving the measurable goals specified for each performance area and demonstrating sustained improvement in the behaviors and competencies outlined.  
  
ACKNOWLEDGMENT:  
I acknowledge that I have received and reviewed this Performance Improvement Plan with my manager. I understand the performance expectations, measurable goals, and consequences outlined above. I have had the opportunity to ask questions and discuss this plan.  
  
Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_  
  
Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_  
  
HR Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

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