# Performance Improvement Plan

Date: 2025-10-14

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PERFORMANCE IMPROVEMENT PLAN  
  
Employee: Tyler [Last Name]  
Position: [Position Title]  
Department: [Department]  
Manager: [Manager Name]  
PIP Start Date: [Date]  
PIP Review Date: [Date - typically 30, 60, or 90 days]  
  
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PURPOSE  
  
This Performance Improvement Plan (PIP) outlines specific areas where Tyler's performance requires improvement and establishes clear expectations, measurable goals, and a timeline for achieving those goals. The company is committed to supporting Tyler's success through this process with regular feedback, coaching, and resources.  
  
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PERFORMANCE AREAS REQUIRING IMPROVEMENT  
  
\*\*1. COMMUNICATION AND OWNERSHIP IN TEAM MEETINGS\*\*  
  
Current Performance:  
During passdown meetings and team discussions, the employee provides minimal information when discussing technical issues and repeat failures. Information about workstation status, top failures, and action plans must be actively solicited rather than proactively shared. Responses often consist of brief statements such as referencing emails sent rather than engaging in substantive discussion.  
  
Expected Performance:  
- Proactively communicate workstation status, including top 3 failures and action plans, during each passdown meeting without prompting  
- Provide detailed technical information when discussing current issues, including root cause analysis progress and next steps  
- Demonstrate ownership by articulating action plans and timelines without deflecting to written communications  
  
Success Criteria:  
- Manager and peers report improved information sharing in 100% of passdown meetings over a 4-week period  
- Employee volunteers workstation updates without prompting in 90% of meetings  
- Technical discussions include 3+ substantive data points or action items per topic  
  
Timeline: Immediate implementation with weekly assessment  
  
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\*\*2. RECEPTIVENESS TO TECHNICAL INQUIRY AND FEEDBACK\*\*  
  
Current Performance:  
When colleagues or supervisors request additional technical details or clarification about ongoing work, the employee responds in a manner that suggests resistance or perceives the inquiry as criticism rather than a legitimate information need. This limits collaborative problem-solving and technical dialogue.  
  
Expected Performance:  
- Respond to technical questions with detailed information and willingness to discuss further  
- View requests for clarification as opportunities to share knowledge and collaborate  
- Engage constructively in technical discussions, even when challenged on assumptions or approaches  
  
Success Criteria:  
- Zero instances of defensive responses to technical inquiries over a 4-week period, as reported by manager and peers  
- Employee demonstrates collaborative dialogue in 100% of technical discussions  
- Peer feedback indicates improved receptiveness to questions and input  
  
Timeline: Immediate implementation with bi-weekly assessment  
  
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\*\*3. DATA-DRIVEN ROOT CAUSE ANALYSIS METHODOLOGY\*\*  
  
Current Performance:  
The employee develops clear problem statements and gathers supporting data effectively. However, analysis methodology requires strengthening in the root cause determination phase. Multiple probable causes are listed without data-driven analysis to determine which is most likely, resulting in scattered investigation efforts.  
  
Expected Performance:  
- Use gathered data to systematically narrow down probable root causes before proposing solutions  
- Apply structured analysis methods (e.g., 5 Whys, Fishbone diagrams, Pareto analysis) to identify the most likely root cause  
- Present analysis that shows data-supported reasoning for prioritizing specific investigation paths  
  
Success Criteria:  
- 100% of problem investigations include documented analysis methodology within 30 days  
- Analysis demonstrates data-driven narrowing of root causes before solution proposals in 90% of cases  
- Manager confirms improved analytical rigor in bi-weekly reviews  
  
Timeline: Complete online course on root cause analysis within 2 weeks; apply methodology to all investigations starting week 3  
  
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\*\*4. PROFESSIONAL COMMUNICATION IN MEETINGS\*\*  
  
Current Performance:  
The employee's communication style in meetings occasionally includes interrupting others, speaking over colleagues who are presenting alternative viewpoints, and making statements about other teams' actions without complete information. This impacts team dynamics and productive discussion.  
  
Expected Performance:  
- Allow colleagues and supervisors to complete their thoughts without interruption  
- Acknowledge others' perspectives before presenting alternative views  
- Verify facts about other teams' actions before making statements in meetings  
- Engage in dialogue that seeks understanding and consensus  
  
Success Criteria:  
- Zero instances of interrupting or talking over others in meetings over a 4-week period  
- Demonstrates active listening behaviors (acknowledging others' points, asking clarifying questions) in 100% of meetings  
- Manager and peer feedback confirms professional meeting conduct  
  
Timeline: Immediate implementation with weekly assessment  
  
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\*\*5. PROACTIVE CROSS-FUNCTIONAL COLLABORATION\*\*  
  
Current Performance:  
The employee does not consistently initiate meetings with cross-functional teams, technicians, or vendor groups to coordinate work and resolve issues. As the workstation owner, proactive coordination is essential to drive progress.  
  
Expected Performance:  
- Identify collaboration needs and schedule meetings with relevant stakeholders without prompting  
- Initiate regular touchpoints with technicians, vendors, and cross-functional teams (minimum bi-weekly)  
- Follow up on action items from meetings and maintain ongoing communication  
  
Success Criteria:  
- Schedule and conduct minimum 2 cross-functional coordination meetings per week  
- Manager confirms meetings are initiated by employee without prompting in 90% of cases  
- Stakeholders report improved coordination and communication within 30 days  
  
Timeline: Begin scheduling meetings within 1 week; maintain consistent cadence throughout PIP period  
  
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\*\*6. BALANCED COMMUNICATION APPROACH FOR COMPLEX TECHNICAL MATTERS\*\*  
  
Current Performance:  
The employee relies primarily on email communication for complex technical issues such as long downs and repeat failures. While written documentation is valuable, complex technical matters also require interactive discussion to ensure understanding and develop actionable plans. Currently, follow-up discussions do not consistently occur.  
  
Expected Performance:  
- Use email for documentation and initial information sharing  
- Follow up complex technical emails with in-person or virtual discussions within 24-48 hours  
- Conduct technical conversations to ensure understanding, answer questions, and develop collaborative action plans  
- Balance written and verbal communication based on issue complexity and stakeholder needs  
  
Success Criteria:  
- 100% of complex technical communications (long downs, repeat fails) include follow-up discussion within 48 hours  
- Stakeholders report improved understanding and actionability of technical information  
- Manager confirms balanced communication approach in bi-weekly reviews  
  
Timeline: Immediate implementation with weekly assessment  
  
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\*\*7. STAKEHOLDER INFLUENCE AND RELATIONSHIP BUILDING\*\*  
  
Current Performance:  
The employee has difficulty gaining cooperation from vendors, shift teams, and other groups. Effective influence requires building relationships through understanding stakeholder needs, demonstrating value, and collaborative problem-solving. Current approach does not include sufficient direct engagement, listening to concerns, or relationship-building activities.  
  
Expected Performance:  
- Conduct one-on-one discussions with key stakeholders (technicians, shift leads, vendor contacts) to understand their pain points  
- Visit the fab regularly to observe operations and gather firsthand understanding of issues  
- Demonstrate value by helping resolve stakeholder concerns related to the workstation  
- Build collaborative relationships through consistent, helpful engagement  
  
Success Criteria:  
- Complete one-on-one discussions with minimum 10 key stakeholders within 30 days  
- Conduct weekly fab visits to engage with technicians and observe operations  
- Stakeholder feedback indicates improved working relationship and cooperation within 60 days  
- Document pain points learned and actions taken to address them  
  
Timeline: Begin stakeholder engagement within 1 week; maintain consistent engagement throughout PIP period  
  
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\*\*8. CONSISTENT AND PRODUCTIVE MEETING PARTICIPATION\*\*  
  
Current Performance:  
The employee's meeting participation varies significantly, ranging from minimal engagement to dominating discussions. Consistent, balanced, and constructive participation is needed to collaborate effectively with the team.  
  
Expected Performance:  
- Provide substantive contributions to meeting discussions appropriate to the topic  
- Balance speaking and listening to ensure productive dialogue  
- Present ideas and concerns in a constructive manner that invites discussion  
- Maintain professional composure and communication style throughout meetings  
  
Success Criteria:  
- Manager and peer feedback confirms consistent, balanced meeting participation over 4-week period  
- Zero instances of non-productive meeting behavior (minimal engagement, dominating discussion, defensive responses)  
- Meeting contributions demonstrate preparation and constructive approach  
  
Timeline: Immediate implementation with weekly assessment  
  
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\*\*9. STRATEGIC PROJECT DEVELOPMENT FOR WORKSTATION IMPROVEMENT\*\*  
  
Current Performance:  
The employee has initiated one strategic project (recipe pressure errors) which is progressing well. Additional strategic initiatives are needed to continuously improve workstation performance beyond daily tactical firefighting.  
  
Expected Performance:  
- Identify and develop 2-3 strategic projects that address systemic workstation issues  
- Balance time between tactical issue resolution and strategic improvement initiatives  
- Present project proposals with clear objectives, scope, timeline, and success metrics  
  
Success Criteria:  
- Develop and present 2 new strategic project proposals within 30 days  
- Gain manager approval for at least 1 additional strategic project  
- Demonstrate progress on strategic projects in bi-weekly reviews  
- Show evidence of balancing tactical and strategic work  
  
Timeline: Project proposals due within 30 days; ongoing strategic work throughout PIP period  
  
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\*\*10. CLEAR COMMUNICATION OF WORK PRIORITIES AND STATUS\*\*  
  
Current Performance:  
During one-on-one meetings with the manager, the employee has difficulty clearly articulating current priorities, work status, and areas where support is needed. Clear communication of priorities is essential for effective planning and resource allocation.  
  
Expected Performance:  
- Come prepared to one-on-one meetings with written list of current priorities and status  
- Clearly articulate top 3 priorities, progress on each, and any blockers or support needs  
- Proactively communicate changes in priorities or emerging issues  
- Provide sufficient detail for manager to understand work status and provide appropriate support  
  
Success Criteria:  
- Provide clear priority and status update in 100% of one-on-one meetings  
- Manager confirms clear understanding of employee's work and priorities in all meetings  
- Written priority list shared before each one-on-one meeting  
  
Timeline: Immediate implementation starting with next one-on-one meeting  
  
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SUPPORT AND RESOURCES PROVIDED  
  
The company will provide the following support to assist Tyler in meeting these goals:  
  
1. \*\*Weekly one-on-one meetings\*\* with manager for feedback, coaching, and support  
2. \*\*Bi-weekly formal progress reviews\*\* to assess goal achievement  
3. \*\*Access to online training\*\* on root cause analysis methodology and stakeholder influence  
4. \*\*Mentoring opportunity\*\* with [Senior Engineer Name] for technical communication best practices  
5. \*\*Communication skills workshop\*\* on professional meeting participation and collaborative dialogue  
6. \*\*Clear feedback\*\* on performance in real-time to support immediate adjustment  
7. \*\*Documentation templates\*\* for priority tracking and stakeholder engagement  
  
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PROGRESS REVIEW SCHEDULE  
  
- \*\*Week 1:\*\* Initial check-in on immediate implementation items (communication, meeting behavior, priority tracking)  
- \*\*Week 2:\*\* Review progress on all goals; adjust approach as needed  
- \*\*Week 4:\*\* Formal 30-day progress review with documented assessment of each goal area  
- \*\*Week 6:\*\* Mid-point check-in and assessment  
- \*\*Week 8:\*\* Formal 60-day progress review with documented assessment  
- \*\*Week 12:\*\* Final 90-day review and determination of PIP outcome  
  
Additional check-ins may be scheduled as needed to provide support and feedback.  
  
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CONSEQUENCES  
  
This Performance Improvement Plan represents a serious concern about Tyler's current performance and an opportunity to demonstrate improvement. The company is committed to supporting success through this process.  
  
However, Tyler must understand that failure to achieve the goals outlined in this PIP within the specified timeline may result in further disciplinary action, up to and including termination of employment.  
  
Successful completion of this PIP requires:  
- Meeting or exceeding success criteria for all performance areas  
- Consistent demonstration of improved performance throughout the PIP period  
- Positive feedback from manager, peers, and stakeholders on behavioral changes  
- Sustained improvement beyond the formal PIP period  
  
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ACKNOWLEDGMENTS  
  
Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_  
  
I acknowledge that I have received and reviewed this Performance Improvement Plan. I understand the performance expectations, goals, timeline, and consequences outlined above. I have had the opportunity to ask questions and discuss this plan with my manager.  
  
Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_  
  
I have reviewed this Performance Improvement Plan with the employee and am committed to providing the support and resources outlined to facilitate success.  
  
HR Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_  
  
This Performance Improvement Plan has been reviewed and approved by Human Resources.  
  
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\*\*CONFIDENTIAL - PERSONNEL RECORD\*\*

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