# Performance Improvement Plan

Date: 2025-10-14

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PERFORMANCE IMPROVEMENT PLAN  
  
Employee: Tyler [Last Name]  
Position: [Job Title]  
Department: [Department]  
Manager: [Manager Name]  
PIP Period: [Start Date] - [End Date] (90 days)  
  
PURPOSE:  
This Performance Improvement Plan (PIP) outlines specific areas where the employee's performance has not met expected standards and establishes clear, measurable goals for improvement. The company is committed to supporting the employee's success through regular feedback, coaching, and resources.  
  
PERFORMANCE AREAS REQUIRING IMPROVEMENT:  
  
1. COMMUNICATION AND COLLABORATION  
  
Current Performance Gap:  
The employee demonstrates inconsistent communication practices during team meetings and handoffs. During pass down meetings, responses to questions about tool status and repeat failures are often brief or require extensive follow-up questioning. The employee has been observed providing minimal verbal responses during status discussions, stating that information has been sent via email rather than engaging in real-time dialogue. In priority-setting meetings, the employee has interrupted colleagues and dismissed alternative viewpoints without allowing full discussion of different approaches.  
  
Expected Performance Standard:  
- Proactively share status updates on top 3 tool issues during all scheduled pass down meetings  
- Respond to technical questions with sufficient detail for team decision-making without requiring multiple follow-up questions  
- Listen to colleagues' complete statements in meetings before responding  
- Acknowledge alternative viewpoints and engage in constructive dialogue even when disagreeing  
  
Measurable Goals (30/60/90 days):  
- By Day 30: Attend 100% of scheduled pass down meetings and provide verbal status updates on top 3 tool failures without prompting. Manager will track attendance and quality of updates.  
- By Day 60: Reduce follow-up questions required during meetings by 50% as measured by manager observation. Participate in meetings without interrupting colleagues, as confirmed by manager and peer feedback.  
- By Day 90: Demonstrate consistent proactive communication in 90% of pass down meetings and professional meeting conduct with zero incidents of dismissive or dominating behavior, as verified by manager observation and peer input.  
  
Support Provided:  
- Weekly coaching sessions with manager on effective communication techniques  
- Access to company communication skills training module  
- Meeting preparation template for pass down meetings  
  
2. TECHNICAL PROBLEM-SOLVING METHODOLOGY AND PRESENTATION  
  
Current Performance Gap:  
The employee's approach to technical problem-solving demonstrates gaps in analytical methodology. While the employee effectively identifies problems and gathers initial data, there is a pattern of listing multiple possible causes without conducting systematic analysis to narrow down the most probable root cause. Technical proposals and ideas are presented without sufficient supporting data, implementation plans, or quantified benefits. Written analyses are sent via email without follow-up technical discussions, limiting collaborative problem-solving opportunities.  
  
Expected Performance Standard:  
- Conduct systematic data analysis to identify most probable root causes before proposing solutions  
- Present technical proposals with supporting data, clear implementation steps, and quantified expected benefits  
- Engage in face-to-face or real-time technical discussions for complex issues requiring collaborative problem-solving  
- Document analysis methodology showing how data led to conclusions  
  
Measurable Goals (30/60/90 days):  
- By Day 30: Complete root cause analysis training. Submit 2 technical analyses using structured methodology (problem statement → data collection → analysis → probable cause → recommended action) with manager review.  
- By Day 60: For all major tool issues, provide documented analysis showing how data supports root cause identification. Conduct at least 2 technical discussion meetings (not email-only) for complex issues. Manager will review analysis quality and meeting effectiveness.  
- By Day 90: Consistently apply systematic analysis methodology in 90% of technical problem-solving activities. Gain approval for at least 1 data-supported technical proposal that is implemented. Quality verified through manager review and outcome tracking.  
  
Support Provided:  
- Root cause analysis methodology training  
- Bi-weekly technical coaching sessions with manager or senior engineer  
- Analysis template and examples of well-structured technical proposals  
- Scheduled technical discussion forums for collaborative problem-solving  
  
3. RELATIONSHIP BUILDING AND STAKEHOLDER ENGAGEMENT  
  
Current Performance Gap:  
The employee has difficulty building productive working relationships with cross-functional teams, including vendors, shift teams, and technicians. Meetings with stakeholders are not proactively scheduled, requiring manager prompting. The employee has not implemented recommended strategies for building influence, such as conducting one-on-one discussions with team members or visiting the fab to understand operational challenges. There is a gap between the employee's self-assessment of influence skills and observed ability to gain stakeholder cooperation.  
  
Expected Performance Standard:  
- Proactively schedule meetings with relevant stakeholders (AMT, vendors, shift teams) to coordinate work  
- Build relationships through regular one-on-one discussions and understanding stakeholder pain points  
- Develop influence by listening to operational challenges and proposing solutions  
- Gain stakeholder buy-in for technical initiatives through relationship-building and collaborative approach  
  
Measurable Goals (30/60/90 days):  
- By Day 30: Conduct at least 4 one-on-one meetings with key stakeholders (AMT, shift leads, technicians) to understand their challenges and build rapport. Document discussion outcomes. Schedule at least 2 fab floor visits to observe operational challenges firsthand.  
- By Day 60: Independently schedule and lead at least 3 cross-functional meetings without manager prompting. Identify and document at least 3 stakeholder pain points and propose solutions. Manager will verify meeting scheduling and stakeholder feedback.  
- By Day 90: Demonstrate improved working relationships through positive stakeholder feedback in 360-degree input collected by manager. Successfully gain stakeholder buy-in for at least 1 technical initiative. Proactively schedule 100% of necessary stakeholder meetings without prompting.  
  
Support Provided:  
- Influence and relationship-building skills workshop  
- Coaching on stakeholder engagement strategies  
- Introduction meetings facilitated by manager to key stakeholders  
- Monthly feedback sessions with manager on relationship-building progress  
  
4. STRATEGIC PROJECT DEVELOPMENT AND PRIORITIZATION  
  
Current Performance Gap:  
The employee's strategic project portfolio for the workstation requires strengthening beyond current tactical focus. While one project on recipe pressure errors is progressing, additional strategic initiatives are needed. The employee struggles to balance daily operational issues with longer-term strategic planning. During one-on-one meetings, communication about priorities, current work status, and areas where support is needed has been unclear, making it difficult for the manager to provide effective guidance.  
  
Expected Performance Standard:  
- Develop and maintain 2-3 strategic projects that drive workstation performance forward  
- Balance tactical daily issues with strategic planning activities  
- Clearly communicate work priorities, progress, and support needs during one-on-one meetings  
- Use insights from daily operational challenges to inform strategic direction  
  
Measurable Goals (30/60/90 days):  
- By Day 30: Submit written weekly status reports before each one-on-one meeting outlining: (1) current priorities, (2) progress on active projects, (3) specific areas where support is needed. Propose at least 2 additional strategic project ideas with preliminary justification.  
- By Day 60: Develop detailed project plans for at least 1 new strategic initiative with timeline, resources needed, and expected impact. Demonstrate clear prioritization of daily work vs. strategic activities. Manager will review project plan quality and prioritization effectiveness.  
- By Day 90: Have 2-3 active strategic projects with documented progress and measurable outcomes. Consistently communicate clear status and priorities in 100% of one-on-one meetings as verified by manager. Show effective balance between tactical and strategic work.  
  
Support Provided:  
- Project management training and templates  
- Weekly one-on-one meetings with structured agenda  
- Strategic planning workshop  
- Manager coaching on prioritization and communication  
  
CONSEQUENCES:  
Failure to achieve the measurable goals outlined in this Performance Improvement Plan by [End Date] may result in further disciplinary action up to and including termination of employment. The company expects consistent progress toward these goals throughout the 90-day period, not just at the final review.  
  
CHECK-IN SCHEDULE:  
- Weekly: One-on-one meetings with manager to review progress, provide coaching, and address obstacles  
- Day 30: Formal progress review with written assessment of goal achievement  
- Day 60: Formal progress review with written assessment of goal achievement  
- Day 90: Final performance evaluation and determination of PIP outcome  
  
EMPLOYEE ACKNOWLEDGMENT:  
I acknowledge that I have received and reviewed this Performance Improvement Plan. I understand the performance expectations, measurable goals, timeline, and consequences outlined above. I understand that the company is committed to supporting my success and that I am expected to demonstrate consistent improvement throughout this 90-day period.  
  
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Employee Signature Date  
  
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Manager Signature Date  
  
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HR Representative Signature Date

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