

PERFORMANCE IMPROVEMENT PLAN

PIP Details:

PIP ID: 5c3a5e02-d2e2-4002-8e04-e13bc7f12529

Start Date: 2025-08-11

End Date: 2025-09-24

Grace Period: 30 days

Status: active

Employee Information:

Name: Tom Smith

Employee ID: emp-031

Department: Product

Role: Analyst

Company: C101

Performance Overview:

Initial Score: 56%

Current Score: 78%

Required Improvement: 15%

Current Progress: 75%

Improvement Rate: 39.29%

Goals and Objectives:

1. Achieve 75% average performance score
2. Maintain 70% utilization rate
3. Complete all assigned tasks on time
4. Attend weekly coaching sessions

Coaching Plan:

Weekly 1:1 sessions with manager, bi-weekly skill training, daily task reviews

Success Criteria:

- Achieve consistent performance score of 71% or higher
- Complete all assigned goals and objectives
- Demonstrate sustained improvement in key areas
- Regular attendance at coaching sessions

Important Notes:

- This PIP is designed to support employee success
- Failure to meet requirements may result in termination
- All progress is documented and reviewed regularly
- Support resources are available throughout the process

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