

PERFORMANCE IMPROVEMENT PLAN

PIP Details:

PIP ID: 28f7d130-1c85-4964-9d30-a65394c8508a

Start Date: 2025-08-11

End Date: 2025-09-24

Grace Period: 30 days

Status: active

Employee Information:

Name: Lisa Smith

Employee ID: emp-045

Department: Support

Role: Analyst

Company: C041

Performance Overview:

Initial Score: 69%

Current Score: 71%

Required Improvement: 15%

Current Progress: 25%

Improvement Rate: 2.90%

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 84% 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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