

PERFORMANCE IMPROVEMENT PLAN

Official Documentation - Confidential

Document ID: PIP-963e31d8-4085-4db4-9c44-d1d9e59a7777 ACTIVE
Issue Date: September 17, 2025 Progress: 45%
Effective Period: 2025-09-03 to 2025-09-24 Days Remaining: 7
Review Period: 21 days

I. EMPLOYEE INFORMATION

Employee Name: Emily Rodriguez
Employee ID: emp-004
Department: Design
Position/Title: Designer
Company: C002
Direct Supervisor: Performance Management Team
HR Representative: Automated HR System

II. PERFORMANCE ANALYSIS

Current Performance Score: 72% (Below Acceptable Threshold)
Initial Baseline Score: 68%
Required Performance Target: 83%
Improvement Required: 11%
Current Improvement Rate: +5.88%

Identified Performance Deficiencies:

- Consistent performance below company standards (70% minimum)
- Insufficient task completion rate and quality metrics
- Limited progress in skill development and competency areas
- Need for improved time management and productivity

III. PERFORMANCE IMPROVEMENT OBJECTIVES

1. Achieve 75% average performance score
Timeline: Ongoing throughout PIP period

Measurement: Weekly performance reviews and metrics

2. Maintain consistent utilization above 70%

Timeline: Ongoing throughout PIP period

Measurement: Weekly performance reviews and metrics

3. Improve design quality and reduce revisions

Timeline: Ongoing throughout PIP period

Measurement: Weekly performance reviews and metrics

IV. SUPPORT PLAN & RESOURCES

Coaching and Development Plan:

Weekly 1:1 sessions with design mentoring and process improvement focus

Additional Support Resources:

- Weekly one-on-one coaching sessions with performance specialist
- Access to professional development training materials
- Skill assessment and personalized improvement recommendations
- Regular feedback and progress monitoring
- Peer mentoring and best practice sharing opportunities

V. SUCCESS CRITERIA & MEASUREMENT

Quantitative Measures:

- Achieve performance score of 83% or higher
- Maintain consistent performance for minimum 2 weeks
- Complete 100% of assigned tasks within deadlines
- Show measurable improvement in quality metrics

Qualitative Measures:

- Demonstrate improved initiative and problem-solving
- Show active engagement in coaching and development
- Display positive attitude toward feedback and improvement
- Collaborate effectively with team members and supervisors

VI. CONSEQUENCES OF NON-COMPLIANCE

Failure to meet the objectives outlined in this Performance Improvement Plan may result in:

- Extension of the PIP period with modified objectives
- Transfer to a different role more suited to current skill level
- Demotion with corresponding adjustment to compensation
- Termination of employment in accordance with company policy

IMPORTANT:

This Performance Improvement Plan is not disciplinary action but rather a supportive tool designed to help you succeed. However, it is a formal document that becomes part of your employment record. Your commitment to this process is essential for a successful outcome.

VII. REVIEW SCHEDULE

Scheduled Review Meetings:

Week 0.75: 9/8/2025

Week 1.5: 9/13/2025

Week 2.25: 9/18/2025

Week 3: 9/23/2025

Final Review: 9/24/2025 (PIP Conclusion)

VIII. ACKNOWLEDGMENT

By proceeding with this Performance Improvement Plan, all parties acknowledge:

- The employee has received and understands this PIP document
- The objectives and timeline have been clearly communicated
- Support resources and coaching will be made available
- Regular progress reviews will be conducted as scheduled
- This process is designed to support employee success

SIGNATURES

Employee: _____ Date: _____

HR Representative: _____ Date: _____

Direct Supervisor: _____ Date: _____

