**Performance Improvement Plan**

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| --- | --- | --- |
| **Employee:** | **Job Title:** | **Direct Manger:** |
| **Assigned Mentor (optional):** | **Start Date:** | **End Date:** |

The purpose of this Performance Improvement Plan is to facilitate constructive discussion between manager and employee, to define gaps in work performance and areas of concern and to set a plan and expectations toward improvement.

Summarize prior performance discussions with the employee



**Performance improvement goals and expected results:**

Describe the specific areas in which the employee’s performance needs to improve and the expected results

**SMART (Specific, Measurable, Attainable, Relevant, Time-Bound)**

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

**Activity Goals**:

Listed below are activities that will help you reach each goal and successfully achieve the performance improvement plan.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goal #** | **Activity** | **Required actions** | **Support/Resources**  **(training materials or activities, mentoring, on the job training, managerial support)** | **Start date** | **Expected completion date** |
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**Progress Checkpoints:**

Checkpoint dates to be coordinated with HR – #1 (30 days), #2 (60 days), #3 (90 days)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goal #** | **Checkpoint** | **Activity** | **Expected Completion Date** | **Progress** | **Notes** |
| 1 | **30 days (date)** |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 1 | **60 days (date)** |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 1 | **90 days (date)** |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

**Summary of PIP:**

Manager’s final summary and recommendation:

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| --- |
|  |

Employee’s comments:

|  |
| --- |
|  |

The company’s success depends upon its employees’ continued growth and development.   
I will work with you to improve your current performance, but it is your ongoing responsibility to meet the standards of your job.   
To assist you in improving your performance, we will have formal meetings on a \_\_\_\_\_\_\_\_\_ basis beginning on \_\_\_\_\_\_\_\_\_\_, 20\_\_\_, to discuss your performance, and assist you with regard to any specific issues.

I look forward to working with you on this program.

Sincerely,

**Manager Name**

I have discussed these issues with my manager and understand what is expected of me.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Name** Date