# PERFORMANCE IMPROVEMENT PLAN (PIP):

DEPARTMENT:

EMPLOYEE NAME:

SUPERVISOR NAME:

DATE OF LAST PERFORMANCE REVIEW: Click here to enter a date. DATE OF LAST PIP (IF APPLICABLE): Click here to enter a date.

JOB TITLE [ ]

**Performance Improvement Plan Begin date:**Click here to enter a date. **End date:**Click here to enter a date.

| **#** | **Area of Performance[[1]](#footnote-2)** | **SPECIFIC TASKS[[2]](#footnote-3)** | **EXPECTED OUTCOME[[3]](#footnote-4)** | **DATE DUE** | **DATE OF COMPLETION** | **COMMENTS** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |

Supervisor signature: Date:Click here to enter a date.

The above Performance Improvement Plan has been explained to me and I understand the expectations of my job.

Employee signature: Date:Click here to enter a date.

**WEEKLY MEETINGS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DiscussionDate** | **Persons Present** | **Area(s) Discussed[[4]](#footnote-5)** | **Weekly Rating** | **Activities for Continued Improvement** |
|  |  |  | Satisfactory  Improvement needed |  |
|  |  |  | Satisfactory  Improvement needed |  |
|  |  |  | Satisfactory  Improvement needed |  |
|  |  |  | Satisfactory  Improvement needed |  |
|  |  |  | Satisfactory  Improvement needed |  |
|  |  |  | Satisfactory  Improvement needed |  |
|  |  |  | Satisfactory  Improvement needed |  |
|  |  |  | Satisfactory  Improvement needed |  |

**PIP was:**successfully completednot successfully completedExtended untilClick here to enter a date.

Attachments: Job Description/PEM

1. Describe areas for improvement, citing specific operational or behavioral skills (see for example: core competencies, operating principles. Specifics around the desired competency, examples of the gap, and required improvement are helpful.) [↑](#footnote-ref-2)
2. Describe the actions, timelines, activities, training, etc. that will facilitate improvement in each area. [↑](#footnote-ref-3)
3. Describe metrics or other success indicators—i.e., how will we know improvement has been attained? [↑](#footnote-ref-4)
4. [↑](#footnote-ref-5)