

PERFORMANCE IMPROVEMENT PLAN (PIP) - CONFIDENTIAL

Employee Name: _____

Title: _____

Date: _____

The purpose of this Performance Improvement Plan (PIP) is to define areas of concern regarding your job performance. It also affords you the opportunity to demonstrate improvement and your commitment to keeping your current job position. This document specifies any gaps in your work performance, lack of accountability, and failure to demonstrate progress toward goals. It also re-establishes job expectations and outlines the necessary action steps to improve your job performance.

Areas of Concern:

Summary of Previous Job Performance Meetings:

Goals/Actions to Improve:

Target Date to meet goals/show improvement:

Target date for improvement:

Next steps/meeting dates to review progress:

Acknowledgement

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Note: This performance improvement plan is not intended to be an employment contract or guarantee of continuing employment.

Progress review notes:

Comments:

Employee Feedback/Comments:

Review accepted by
Employee Signature: _____ Date: _____

Review completed by:
Supervisor Signature: _____ Date: _____

