| **Employee name** |  | **Title** |  | **Department** |  |
| --- | --- | --- | --- | --- | --- |
| **Supervisor name** |  | **Date start** |  | **Date end (3–6 months)** |  |

| **Role expectations** List out the minimum acceptable performance standards for employees in this role. |
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| **Areas in need of improvement**  List out the performance areas that are not up to minimum performance standards. Provide any documentation to support your list, such as attendance records, KPIs, performance evaluations, employee feedback, etc. | |
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| **List** | **Supporting documents (if any)** |
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| **Previous discussions** Note any previous discussions or actions taken to address the performance issues and attach any supporting documentation (such as meeting notes or disciplinary warnings). | | |
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| **Action** | **List** | **Supporting documents (if any)** |
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| **Improvement goals** Write out SMART goals that address the areas of concern along with how you will measure goal progress. | | | |
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| **Goal no.** | **Goal** | **Goal measurement** | **Area of concern addressed** |
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| **Manager responsibilities** List out how the manager will help their direct report, such as providing access to tools or extra training. | |
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| **List** | **Due by date** |
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| **Resources** Provide a list of any resources available to the employee, such as on-demand training courses. | |
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| **Resource name** | **Description of resource** |
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| **Goal check-ins** Track progress toward each goal and provide any status, comments, feedback, or notes. | |
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| **Goal #1** | | | | | | | |
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| **Check-in date** | **Check-in method** | **Goal activity** | **Expected progress** | **% of goal completion** | **Notes/comments/feedback** | **Employee initials** | **Manager initials** |
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| **Goal #2** | | | | | | | |
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| **Check-in date** | **Check-in method** | **Goal activity** | **Expected progress** | **% of goal completion** | **Notes/comments/feedback** | **Employee initials** | **Manager initials** |
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| **Goal #3** | | | | | | | |
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| **Check-in date** | **Check-in method** | **Goal activity** | **Expected progress** | **% of goal completion** | **Notes/comments/feedback** | **Employee initials** | **Manager initials** |
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| **Goal #4** | | | | | | | |
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| **Check-in date** | **Check-in method** | **Goal activity** | **Expected progress** | **% of goal completion** | **Notes/comments/feedback** | **Employee initials** | **Manager initials** |
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| **Goal #5** | | | | | | | |
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| **Check-in date** | **Check-in method** | **Goal activity** | **Expected progress** | **% of goal completion** | **Notes/comments/feedback** | **Employee initials** | **Manager initials** |
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| **PIP expectations and consequences** Outline employee and manager expectations, timelines, and post-PIP actions, including consequences if goals are not met. |
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| **Signature and date** By signing and dating below, you agree to the responsibilities and expectations as outlined in this PIP. | | | |
| --- | --- | --- | --- |
| **Employee signature** |  | **Date** |  |
| **Manager signature** |  | **Date** |  |