

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.

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).

Action	Date	Supporting documents (if any)

Improvement goals

Write out SMART goals that address the areas of concern along with how you will measure goal progress.

Goal no.	Goal	Goal measurement	Area of concern addressed

Manager responsibilities

List out how the manager will help their direct report, such as providing access to tools or extra training.

List	Due by date

Resources

Provide a list of any resources available to the employee, such as on-demand training courses.

Resource name	Description of resource

Goal #4							
Check-in date	Check-in method	Goal activity	Expected progress	% of goal completion	Notes/comments/feedback	Employee initials	Manager initials

Goal #5							
Check-in date	Check-in method	Goal activity	Expected progress	% of goal completion	Notes/comments/feedback	Employee initials	Manager initials

PIP expectations and consequences
Outline employee and manager expectations, timelines, and post-PIP actions, including consequences if goals are not met.

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	