# **Performance Improvement Plan** [Template]

**Name of Employee:**

**Role / Position:**

**Department:**

**Manager:**

**Duration of the plan:**

**Overview:** This Personal Improvement Plan (PIP) is for (*employee name*) to address performance issues and gaps in the (*areas of concern*).

**Goal :** [*Specify the goal, how it would be measured, and the expected timeline*]

**Action steps:** [*Outline the specific steps or milestones that would help the employee reach the goal.*]

1.

2.

3.

**Training / Resources:** [*Outline the specific training or support that the manager will provide to help the employee achieve the goal*.]

1.

2.

3.

**Progress check-ins:**

| **Date** | **Progress** | **Notes** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

I, (*name of employee*), have understood the actions I must undertake to improve my performance. My manager and I will work together to help me do better in the areas specified above.

I am aware that failure to meet the goal/s stated can result in either termination or a role demotion.

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_