

Performance Improvement Plan

Employee Name:	Department:
Job Title:	Review Follow-up Date:
Manager:	Human Resources:

Performance Improvement Plan	
1. Previous Conversations: <i>(Prior discussions/dates)</i>	
2. Summary of Concerns: <i>(Describe specific performance deficiencies. Include examples including dates of incidents.)</i>	
3. Action Plan(s): <i>(Actions to improve performance)</i>	
<p>Failure to take immediate and progressive steps toward meeting and sustaining the action plan set forth above, will result in further corrective action, up to and including termination of employment. The Company reserves the right to abandon or alter steps of the disciplinary process whenever it determines that it's in the best interest of the Company to do so.</p>	
4. Monitoring of Improvement Plan: <i>(Dates and notes of follow-up discussions)</i>	
We will meet Choose an item during the PIP period to review your progress against the above stated objectives.	
5. Outcome/Next Steps of Improvement Action Plan	
<p>At its conclusion, employee stated in the document should maintain sustained performance. Failure to do so will not warrant another PIP and could lead to further actions up to an including termination.</p>	

PIP Establishment:	
Employee Signature:	Date:
Manager Signature:	Date:

PIP Follow-up Review	
Employee Signature:	Date:
Manager Signature:	Date: