

Performance Improvement Plan

Employee name		Manager name	
Job title		Start date	
Department		Agreed end date	

Role expectations

What is the acceptable performance expected of the employee in this role?

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Areas of concern

In what areas of performance has the employee not met expectations, and what are the root causes of the issues?

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Improvement goals

Define concrete goals that address the areas of concern and agree on milestones to meet the goals.

Goal and description	Milestone

Action plan

Outline activities that are going to help achieve the improvement goals.

Goal	Activity description	Start date	Deadline

Resources

What are the resources available to complete the activities outlined in the action plan?

Resource	Description

Progress tracking

How is the employee doing in achieving their improvement goals?

Goal	Status and comments	Date of check-in

Signatures

Employee		Manager	
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