

# Structure of a Performance Improvement Plan

Highlight what the employee must be able to achieve by the end of the plan

Establish appropriate metrics to gauge whether or not the PIP has worked

**The Problem**

**The Goal**

**The Action Plan**

**The Metrics**

**The Consequences**

Highlight the problem, identify underlying causes and illustrate the impact of poor performance

Illustrate how the goal has to be achieved, covering specific actions that the employee needs to take and the support offered by the organization

Focus on what to expect if the PIP is not taken into consideration

# Performance Improvement Guide

**Frank Q. Fu**



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