Structure of a Performance Improvement Plan

Highligh 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



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

Xiang Xie

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