

## Performance Improvement Plan (PIP)

*This is a template form only and can be changed as necessary to reflect the circumstances/needs of the individual case.*

During the period of the PIP, the employee will be monitored to assess if appropriate improvement is being made. If the expected outcomes are not achieved/improvements attained, more formal action may be initiated under the relevant procedure.

|                              |                                                                                   |                                                                      |                     |                                   |                     |                                   |
|------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------|-----------------------------------|---------------------|-----------------------------------|
| Name of employee             |                                                                                   |                                                                      |                     |                                   |                     |                                   |
| Job title                    |                                                                                   |                                                                      |                     |                                   |                     |                                   |
| Department                   |                                                                                   |                                                                      |                     |                                   |                     |                                   |
| Date of initial meeting      |                                                                                   |                                                                      |                     |                                   |                     |                                   |
| Name(s) of other attendee(s) |                                                                                   |                                                                      |                     |                                   |                     |                                   |
|                              | <b>Duties &amp; Improvement Required:</b>                                         | <b>Expected Outcome/Measurement</b>                                  |                     | <b>Support &amp; Dependencies</b> |                     |                                   |
| 1                            | Such as, collection and collation of data to allow accurate and timely reporting. | Monthly: Data collection completed on time with 90 percent accuracy. |                     | Manager to review monthly.        |                     |                                   |
| 2                            | Such as, more timely maintenance of system spreadsheet.                           | Weekly: System spreadsheet to be updated weekly by Friday.           |                     | Manager to review weekly.         |                     |                                   |
| 3                            | Next issue in need of addressing.                                                 |                                                                      |                     |                                   |                     |                                   |
|                              | <b>Review Date:</b>                                                               | <b>Met/Not Met/ Partially Met</b>                                    | <b>Review Date:</b> | <b>Met/Not Met/ Partially Met</b> | <b>Review Date:</b> | <b>Met/Not Met/ Partially Met</b> |
| 1                            | Outcome:                                                                          |                                                                      | Outcome:            |                                   | Outcome:            |                                   |
| 2                            |                                                                                   |                                                                      |                     |                                   |                     |                                   |
| 3                            |                                                                                   |                                                                      |                     |                                   |                     |                                   |

# Performance Improvement Plan Sample Document

**SB Merriam**

A decorative graphic element consisting of a light blue horizontal bar with a rounded right end, and a red circular shape partially visible behind it.

## **Performance Improvement Plan Sample Document:**

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