

## 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						

# Sample Performance Improvement Plan Guidelines

**The Wagner Law Group**



## **Sample Performance Improvement Plan Guidelines:**

*A Leadership Guide for Combination Fire Departments* Fred C. Windisch, Fred C. Crosby, 2008 A must have for every combination fire department leader Leading a combination fire department is one of the greatest challenges a fire chief can face To successfully lead this type of organization fire chiefs must recognize the unique difficulties inherent in combination systems and overcome them by applying lessons learned from other chiefs who have faced similar challenges Authored by a team of seasoned fire service leaders and modeled after the Chief Fire Officer s Desk Reference *A Leadership Guide for Combination Fire Departments* is a compilation of the best practices and lessons learned through experience It is designed to provide chief and officer level personnel with the tools necessary to lead today s combination service department **101**

**Sample Write-Ups for Documenting Employee Performance Problems** Paul Falcone, 2010-03-24 Whether you re addressing an initial infraction or handling termination worthy transgressions you need to be 100 percent confident that every employee encounter is clear fair and most importantly legal Thankfully HR expert Paul Falcone has provided this wide ranging resource that explains in detail the disciplinary process and provides ready to use documents that eliminate stress and second guessing about what to do and say Revised to reflect the latest developments in employment law the third edition of *101 Sample Write Ups for Documenting Employee Performance Problems* includes expertly crafted easily customizable write ups that address sexual harassment absenteeism insubordination drug or alcohol abuse substandard work email and phone misuse teamwork issues managerial misconduct confidentiality breaches social media abuse and more With each sample document also including a performance improvement plan outcomes and consequences and a section of employee rebuttal it s easy to see why over 100 000 copies have already been sold making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues **Managing Performance Improvement**

Michael D. Tovey, Mary-Anne L. Uren, Neroli Ena Sheldon, 2015-05-20 Increasing global competition combined with shrinking budgets are forcing managers to find new ways of operating To compete successfully companies must now use technology and resources particularly human resources to their full potential Much of the research in the area of performance management has suggested that while it has great potential to contribute dramatically to the bottom line it rarely works The third edition of *Managing Performance Improvement* looks at why performance systems fail and explores the tools and techniques to overcome this failure This best selling text provides practical specific advice to managers and students enabling them to plan for and then manage performance improvement *The Manager's Pocket Guide to Documenting Employee Performance* Terry L. Fitzwater, 1998 This step by step guide will help you document and change unwanted work behaviors before they become issues leading to termination It is presented in a format that is easy to understand and apply The guide presents specific measures for accurate performance documentation that will protect your organization against discharge litigation *The Manager's Pocket Guide to Leadership Skills* Peter B. Stark, Jane S. Flaherty, 1999 This practical

guide for supervisors and managers discusses contemporary leadership responsibilities and goes on to specifically describe the steps and skills needed to successfully apply 14 leadership competencies including Leading organization change managing time coaching creating a motivating environment and more      A Manager's Guide to Employment Law Dana M. Muir,2003-06-03 Managers at all levels are constantly challenged to do more with fewer employees to motivate diverse groups of people and to face up to tough people problems in their workforces An important key to managers success is accomplishing these goals while protecting themselves and their companies from legal liability Yet some in management tend to blame legal requirements for hindering progress toward solving problems U S law however provides managers with broad discretion in many employment situations and in most cases helps ensure that managers perform their essential functions in a way that is fundamentally fair while still supporting company goals A Manager s Guide to Employment Law will help managers make day to day decisions on how best to manage their employees and handle issues of legal liability Expert author Dana Muir identifies the subtle and unnecessary mistakes managers make that cause legal headaches and shows how becoming familiar with basic principles of employment law will enable them to develop an internal compass to help make the right decisions Each chapter focuses on legal concepts of broad application in today s workplace providing real examples of problems managers face and offering strategies for addressing those problems      Mandated Benefits Compliance Guide The Wagner Law Group,2021-12-10 Mandated Benefits 2022 Compliance Guide is a comprehensive and practical reference manual that covers key federal regulatory issues which must be addressed by human resources managers benefits specialists and company executives in all industries This comprehensive and practical guide clearly and concisely describes the essential requirements and administrative processes necessary to comply with employment and benefits related regulations      The California Business Owner's Guide Pasquale De Marco,2025-05-11 The California Business Owner s Guide is the essential resource for anyone starting or running a business in the Golden State This comprehensive guide covers everything you need to know from choosing the right business structure to marketing your business to managing your finances Whether you re a first time entrepreneur or a seasoned business owner The California Business Owner s Guide will help you navigate the challenges of starting and running a successful business in California In this book you ll learn how to Choose the right business structure for your company Develop a business plan that will help you succeed Finance your business and manage your finances effectively Market your business to reach your target audience Hire and manage employees Comply with all applicable laws and regulations Protect your business from legal liability Insure your business against risks Use technology to improve efficiency and profitability Grow your business and achieve your goals The California Business Owner s Guide is packed with practical advice real world examples and helpful resources It s the only business guide you ll need to start and run a successful business in California Don t wait another day to start your business journey Order your copy of The California Business Owner s Guide today About the Author Pasquale De Marco is a successful entrepreneur and business

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neurophysiology neuroanatomy and neurosurgical procedures and then offers practical approaches to the practice of neurosurgical anesthesia **The Complete Guide to Hiring and Firing Government Employees** Stewart Liff,2009-12-23 Not only does government bureaucracy often make hiring a cumbersome slow moving process but poor performers enjoy more protection from losing their jobs than their counterparts outside of government With over thirty years experience as a federal government employee insider Stewart Liff offers a solution to the government talent shortage enabling government managers to cut through the red tape and take advantage of the best government employees out there The Complete Guide to Hiring and Firing Government Employees also teaches readers the equally important skills of efficiently documenting and dealing with those who don t make the cut to ensure your team starts and stays strong You ll discover how to take an anticipatory approach to recruiting how to decide who to target and where and how to advertise for open positions how to screen and interview candidates how to counsel a poor performing employee how to use progressive discipline how to document a case and write a charge how to develop internal political support and much more Bringing the best new people on board and weeding out the worst are both the most important and the most difficult tasks faced by any employer For federal managers the challenge is even greater Filled with tried and true strategies this step by step guide will equip you to continuously uphold strengthen and even grow an entire department of high achievers *A Practical Guide to*

*Needs Assessment* Catherine M. Sleezer, Darlene F. Russ-Eft, Kavita Gupta, 2014-01-21 A Practical Guide to Needs Assessment Third Edition For fifteen years A Practical Guide to Needs Assessment has been the go to text for those who are seeking useful systematic approaches to needs assessment Needs assessment is the first step in training performance improvement and community development projects This thoroughly revised and updated edition contains a treasury of resources including a toolkit of ready to use templates and job aids that you can customize for your own use Illustrative case studies and tips show how to assess needs for individuals teams organizations government agencies and communities This book combines a how to text and reference tool for trainers performance improvement professionals and students Managers and community leaders use it to get to the root of their learning and performance problems make effective decisions and obtain support for their most pressing issues Updates to the third edition include Links to online resources including a needs assessment book that you can download for free ethical guidelines and vendors who assess individual group and organizational needs A new chapter on the complex needs assessment approach with new toolkit forms A summary of the recent advances in our knowledge about learning training and performance that you can use to quickly prepare for client meetings Guidelines on workforce surveys such as employee engagement surveys An Instructor's Guide that contains discussion questions assessments materials and new exercises for each chapter You can use this book to quickly access up to date information on the fundamentals of needs assessment including current models theories and resources You can also learn how to manage and report a needs assessment project and access professional ethical guidelines Learn five approaches to needs assessment knowledge and skills analysis job and task analysis competency based needs assessment strategic needs assessment and complex needs assessment

**The Essential HR Guide for Small Businesses and Startups** Marie Carasco, William Rothwell, 2020-04-20 Small businesses often lack fully staffed HR teams but not the need for smart HR practices This practical guide offers ready to use tools examples and resources to help small business owners and startup leaders manage HR with confidence Covering everything from legal compliance and risk assessment to performance management engagement and leadership development it provides the nuts and bolts for building a healthy organizational culture Readers will find guidance on policy development best practices and cultivating workplace environments that support growth and retention Ideal as a go to desk reference this book equips small organizations with the HR know how they need without the big budget

**Human Resource Management In Singapore - The Complete Guide, Volume E: Employee Conduct And Relations** Oun Hean Loh, Jacqueline Suet Peck Chin, 2025-05-20 This HR management series is timely It is written in the Singapore context guided by our local employment laws and tripartite guidelines and standards I commend the authors for their endeavour to produce such a first Lim Swee Say Former Minister for Manpower Former Secretary General National Trades Union Congress Human Resource Management in Singapore The Complete Guide covers a wide spectrum of human resource management topics in five volumes Employment Management Work and Remuneration Employee Benefits

Performance and Development and Employee Conduct and Relations In every chapter the WHY WHAT and HOW are presented lucidly The books are a must have GPS for any human resource practitioner in Singapore Students academics and bosses into human resource management as well as overseas human resource practitioners will also find the books helpful and instructive Volume E on Employee Conduct and Relations brings readers through the important and sensitive subjects of employee communication and engagement employee grievances workplace discrimination and workplace harassment General code of conduct and disciplinary management framework for misconduct embodying the principles of natural justice and rule of impartiality are covered comprehensively As organisations are made up of people who have motives habits and weaknesses people risks must be accorded importance and managed proactively The last eight chapters focus on industrial relations trade unions union membership union representation union recognition collective bargaining and industrial disputes and employment claims management packed with lucid case examples and industry practices drawn from the authors hands on experiences

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guidelines and standards I commend the authors for their endeavour to produce such a first Lim Swee Say Former Minister for Manpower Former Secretary General National Trades Union Congress Human Resource Management in Singapore The Complete Guide covers a wide spectrum of human resource management topics in five volumes Employment Management Work and Remuneration Employee Benefits Performance and Development and Employee Conduct and Relations In every chapter the WHY WHAT and HOW are presented lucidly The books are a must have GPS for any human resource practitioner in Singapore Students academics and bosses into human resource management as well as overseas human resource practitioners will also find the books helpful and instructive Volume D on Performance and Development covers different aspects of performance management performance planning and goals setting performance feedback and coaching performance appraisal and moderation and dealing with weak performers Challenges faced by organisations in making performance management decisions are candidly put on the spotlight Realistic options and solutions are suggested Ultimately organisations must select and adapt features and processes that serve their strategic purpose in driving performance and measuring and differentiating the performance of their employees Volume D also explains various categories of competencies and how the competency framework can be harnessed to improve recruitment selection people development and career management Employee training and employee development are discussed Job grading structure career roadmap promotion talent management and succession planning are the other essential and coherent pieces of people development that are covered in depth

**The CIO's Guide to Risk** Jessica Keyes, 2017-11-22 In an age of globalization widely distributed systems and rapidly advancing technological change IT professionals and their managers must understand that risk is ever present The key to project success is to identify risk and subsequently deal with it The CIO's Guide to Risk addresses the many faces of risk whether it be in systems development adoption of bleeding edge tech the push for innovation and even the march toward all things social media Risk management planning risk identification qualitative and quantitative risk analysis contingency planning and risk monitoring and control are all addressed on a macro as well as micro level The book begins with a big picture view of analyzing technology trends to evaluate risk It shows how to conceptualize trends analyze their effect on infrastructure develop metrics to measure success and assess risk in adapting new technology The book takes an in depth look at project related risks It explains the fundamentals of project management and how project management relates to systems development and technology implementation Techniques for analyzing project risk include brainstorming the Delphi technique assumption analysis and decision analysis Metrics to track and control project risks include the Balance Scorecard project monitoring and reporting and business and technology metrics The book also takes an in depth look at the role of knowledge management and innovation management in identifying assessing and managing risk The book concludes with an executive's guide to the legal and privacy issues related to risk management as well as overviews of risks associated with social media and mobile environments With its checklists templates and worksheets the book is an



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