

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

**Ryan Watkins, Maurya West
Meiers, Yusra Visser**



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