

Performance Improvement Report

Employee Name:

Employee ID:

Job Title:

Department:

Supervisor:

Date:

1. Description of Performance Issue(s)

Describe the specific performance concern(s) or gap(s)...

2. Expected Performance Standards

Outline the expected standards or behavior...

3. Improvement Action Plan

List actions to be taken, resources or support provided, and deadlines...

4. Follow-up and Review Date(s)

Provide timeline and review date(s)...

5. Additional Notes

Add any additional remarks or information...

Employee Signature / Date

Supervisor Signature / Date