

Blank Performance Improvement Plan (PIP) Template

Date:

Employee Name:

Position/Title:

Department:

Supervisor/Manager Name:

1. Areas of Concern/Performance Issues

Describe the specific performance concerns or issues.

2. Expected Performance/Goals

Outline the expected standards and goals to be met.

3. Action Plan/Steps for Improvement

Action Item	Support/Resources	Responsible	Due Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Timeline for Improvement

Specify the time frame for improvement.

5. Follow-Up & Review Dates

List the dates for review and monitoring.

6. Consequences if Expectations Not Met

Outline potential consequences if improvement is not achieved.

7. Comments (Supervisor & Employee)

Additional comments or notes.

Signatures

Employee Signature:

Date:

Supervisor/Manager Signature:

Date: