

# Employee Performance Improvement Plan

Employee Name

Position/Title

Department

Manager/Supervisor

Date Issued

Next Review Date

## 1. Performance Concerns

Describe specific performance issues, including dates, facts, and the impact on the team or organization.

## 2. Expected Performance Standards

List the standards or expectations that need to be met.

## 3. Improvement Goals & Actions

| Goal / Area for Improvement | Required Actions | Deadline    |
|-----------------------------|------------------|-------------|
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## 4. Support & Resources Provided

List what support, resources, or training will be provided to assist improvement.

5. Consequences of Not Meeting Expectations

Describe the potential outcomes if improvement is not achieved.

6. Signatures

| Employee Signature | Date | Manager/Supervisor Signature | Date |
|--------------------|------|------------------------------|------|
|                    |      |                              |      |