**Sample Performance Improvement Plan (PIP)**

**Name:**

**Title:**

**Dept/Office:**

**Date:**

**RE: Performance Improvement Plan (PIP)**

This document serves as a formal notification of deficiencies in your job performance. We are implementing this Performance Improvement Plan (PIP) due to address performance/behavioral deficiencies. The goal for this PIP is to enable you to maintain your position by exhibiting improvement in your performance and meeting the required standards for your position. You must display immediate and ongoing effort towards resolving these issues.

The plan begins effective [date] and will last for a [30-, 60-, or 90-day] period until [date]. Please note this document should not be interpreted that you have guaranteed employment through the end of the PIP. We will continue to assess performance/improvement throughout the performance improvement period.

**I. Improvement Issues**

We need to see improvement in the following areas:



**II. Improvement Actions**

The following actions must be taken during the course of the performance improvement plan. We encourage you to communicate with your supervisor periodically regarding any questions you may have regarding the plan’s expectations.

**III. Schedule to Review Your Performance**

The following is the anticipated schedule established for reviewing your progress:

* [date]
* [date]
* [date]

During these meetings, you will be given feedback regarding your progress and be required to demonstrate, convey and explain the progress you are making.

We expect that you will be available to meet on these dates/times. However, there may be times when meetings may need to be rescheduled. If you are absent on any of these days for unavoidable reasons, please contact your supervisor in advance to adjust the meeting schedule accordingly. It is your responsibility to attend the meetings and reschedule if there is a conflict.

**IV. Discussion**

You must place maximum effort to achieve this Performance Improvement Plan’s actions. Measurable improvement must be demonstrated within the time frames outlined herein and maintained.If you are having difficulty meeting the expectations outlined in this PIP, you are expected to promptly bring this to your supervisor’s attention so that you can discuss how best to move forward.

If any portion of this improvement plan or any other standards of performance and conduct are not met to your supervisor’s satisfaction, your supervisor may consider further requirements under the PIP or may end the employment relationship. In addition, a decrease in performance after completing the improvement plan may result in being separated from employment without the issuance of another counseling or improvement plan.

Notwithstanding this PIP, your employment remains at-will employment, which may be ended by you or your employer at any time, for any reason or no reason, with or without notice. This means that this PIP term is not a guarantee of any minimum length of employment.

**V. Acknowledgement**

I have met with my supervisor to discuss my work performance. I have read and discussed this performance improvement plan with my supervisor and understand the plan. I agree to adhere to this Performance Improvement Plan’s terms and conditions.

**Employee’s Signature Date**

**Supervisor’s Signature Date**

**Human Resource’s Signature Date**