# Performance Improvement Plan (PIP) - Template

A Performance Improvement Plan (PIP) is a structured tool used to address and document areas where an employee’s performance does not meet expectations. It outlines specific performance concerns, sets clear expectations for improvement, and identifies resources or support that will be provided to help the employee succeed.

This template is designed to assist supervisors in preparing and implementing a PIP in a consistent and thoughtful manner.

* **Highlighted text** indicates areas you will customize for your employee and situation. This includes guidance or context to help you complete the form, and should be deleted prior to sharing the final version.

## Suggested steps for developing a performance improvement plan

### Step 1: Complete the Plan

* Use the template to prepare a performance improvement plan for your employee.
* Begin by clearly identifying the specific area or areas in which the employee needs to improve their performance.

### Step 2: Meet with the Employee

* Next, explain what your employee needs to do to improve their performance and how they can do this, along with what support you’ll provide them with (e.g. training). Also explain to them what their responsibilities are, and what your responsibilities are.
* Give your employee a reasonable time to improve their performance and set a date or dates for further review.
* Finally, explain what will happen if your employee’s performance doesn’t improve.
* Both you and your employee should sign and keep a copy of the plan.

### Step 3: Monitor and Provide Feedback

* Monitor your employee’s performance while the plan is in place.
* Regularly check-in with your employee over that period to discuss their progress.

### Step 4: Review Performance

* Meet at the times set out in the plan to review your employee’s performance.
* Before these meetings, both you and your employee should assess their performance.
* After these meetings, you should update the plan to make sure it stays current (e.g. to explain what your employee still needs to improve, and any further support that you’ll provide).

# PERFORMANCE IMPROVEMENT PLAN

| **Details** | |
| --- | --- |
| Employee name | <employee name> |
| Employee position and level | <position title and level> |
| Supervisor name | <supervisor name> |
| Supervisor position | <supervisor position> |
| Date of plan | <date plan was made> |
| Period of plan | <insert start date> to <insert end date>  Typically 6 – 8 weeks |
| Interim review date | <interim review date> |
| Final review date | <final review date> |
| **Performance improvement objective:**  Describe the specific area in which the employee’s performance needs to improve.  eg. – Objective: Timely and accurate processing of customer orders | |
| Required outcomes | <required outcomes>  Describe what the employee needs to do to improve their performance to the required standard. The required outcomes should be specific, measurable and realistic. In most cases, the required outcomes should be described as a measurement of quality, quantity or timeliness.  e.g.   * Process all customer orders within 48 hours of receipt. * Process at least 15 orders each day. * Complete order-related paperwork neatly and accurately. |
| Strategies | Describe how the employee is going to meet the required outcomes.  e.g.   * Your priority task at all times will be processing customer orders. * If you have any questions (e.g. you’re not sure how to complete a task, or if you’re asked to complete a different task), you must immediately raise this with your manager. |
| Support | Describe what support you’re going to provide to the employee to meet the required outcomes.  e.g.   * Your manager will provide you with refresher training on the order software. * Your manager will meet with you each Monday to provide you with feedback on your progress against the required outcomes. |
| Responsibilities | Describe the responsibilities of the employee, their manager and any other relevant parties.  e.g.  Employee:   * to meet the required outcomes by the final review date. * to participate in refresher training on the order software and weekly feedback meetings with your manager, as well as any other training or development activities that your manager considers appropriate.   Manager:   * to provide you with on-the-job support. * to provide you with refresher training on the order software. * to conduct weekly feedback meetings. |
| Consequences | Describe the consequences if the employee doesn’t meet the required outcomes by the final review date.  e.g. If you fail to meet the required outcomes by the review date, without a reasonable excuse, you will be given a final written warning. |
| **Performance improvement objective:**  Repeat for additional objectives | |
| Required outcomes | <required outcomes> |
| Strategies | <strategies> |
| Supports | <supports> |
| Responsibilities | <responsibilities of all relevant parties> |
| Consequences | <consequences> |

**Supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print** **name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Self-Assessment**

Employee to complete before the interim and final review meeting.

How do you think you have performed against each of your performance improvement objectives?

| <Employee comments> |
| --- |

Other comments:

| <Employee comments> |
| --- |

**Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Assessment**

Supervisor to complete before the interim and final review meeting.

How do you think the employee has performed against each of their performance improvement objectives?

| <Supervisor comments> |
| --- |

Other comments:

| <Supervisor comments> |
| --- |

**Supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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