



## PERFORMANCE IMPROVEMENT PLAN

*Use this form when an employee's performance does not meet standards and needs improvement*

Employee Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Department \_\_\_\_\_

Describe what happened or the cause for the performance improvement plan:

Purpose of this PIP:  Coaching  Corrective Action

The employee and supervisor will complete and sign this form. Upon establishment of this plan, the employee will receive a copy, supervisor will maintain a copy in the department file and a copy will be sent to Human Resources to be placed in employee's personnel file. Failure to achieve and sustain improvement may lead to further corrective action up to and including termination.

### SECTION I (to be completed by Supervisor)

**What is the problem?** List the essential functions and standards that require attention.

**What improvement is needed and how can it be done?** List specific improvements needed and identify what needs to be done differently. List steps to achieve this improvement (training, equipment, feedback, etc.):

- 1.
- 2.
- 3.
- 4.
- 5.

## **SECTION II (to be completed by the Employee)**

List anything you encountered that would hinder you in performing your essential functions.

Do you have any questions about what is expected of you and of your position? Please explain.

How can we work together to help you improve in the above area(s)?

In your current position, what additional training or performance development opportunities would be helpful in preparing you to do your job more effectively?

Is there anything else you would like to include in this performance improvement plan?

### SECTION III: FOLLOW-UP

The supervisor must conduct and document a follow-up review 30 – 90 days after the establishment of the Performance Improvement Plan. This follow-up may indicate a need for additional review.

Date of follow-up discussion with employee: \_\_\_\_\_  Resolved /  Other (explain)

COMMENTS:

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*Signatures below indicate understanding and acknowledgment of performance improvement plan as discussed between employee and supervisor. Failure to achieve and sustain improvement may lead to further follow-up, corrective action up to and including termination.*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
SPO (Senior Personnel Officer)

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources

Date of follow-up discussion with employee: \_\_\_\_\_  Resolved /  Other (explain)

COMMENTS:

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

SPO (Senior Personnel Officer)

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources

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Date of follow-up discussion with employee: \_\_\_\_\_  Resolved /  Other (explain)

COMMENTS:

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

SPO (Senior Personnel Officer)

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources