

Performance Improvement Plan (PIP)

Team Member Name:			
Meeting Date:		Leader Name:	

Standard(s) of Performance Reviewed:(check all that apply):

- Productivity
- Teamwork
- Attendance
- Other (define):
- Efficiency
- Quality
- Conduct

Specific examples of current performance under review: (examples, with dates, when there has been a violation of performance standards and expectations)

Improvement Plan: (detail SMART goals, the same way you would define them in the 30-60-90 preparation)

Expectations: (set expectations as you would in the 30-60-90, set deadlines or completion dates and when employee meetings or reviews will occur)

Agreed upon by:

Team Member (signature): _____ **Date:** _____

Leader (signature): _____ **Date:** _____

- Performance Improvement conversation completed on: ____/____/____

Failure to meet and sustain improved performance may lead to further disciplinary action, up to and including termination.

- Performance Improvement Plan successfully completed on: ____/____/____

Team Member (signature): _____ **Date:** _____

Leader (signature): _____ **Date:** _____

This performance plan is not intended to be an employment contract or guarantee of continuing employment.

Copy: Team Member/Original: Personnel File