

Example (Format 1)

Performance Improvement Plan (PIP)

Employee name:
Supervisor name:

Performance or behavior issue	Impact of issue	Expectation for performance or behavior	Specific action steps	Deadlines for completing action steps

Schedule of follow-up meetings to assess progress (e.g. biweekly for the next 90 days):

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Employee signature	Date

Supervisor signature	Date

If your performance does not improve to an acceptable level, or if other performance issues arise, additional action may be taken, up to and including termination of your employment. Please note that acceptable performance must be sustained beyond the timeframe covered by this memorandum. Further performance issues after the timeframe covered by this memorandum may result in termination without the opportunity for additional counseling or improvement plans.

