

# Example (Format 2)

## Performance Improvement Plan (PIP)

To:  
From:  
Date:  
Subject:

We met to discuss concerns with your performance on DATE(S). Since our last discussion, there have been further performance issues in the following areas:

- Issue 1 description
  - Impact of performance/behavior
- Issue 2 description
  - Impact of performance/behavior

Improvement in your performance is important to the effective operation of the department. Therefore, the following expectations must be met going forward for you to obtain a satisfactory level of performance:

- Expectation 1 (list specific objectives and deadlines if appropriate)
- Expectation 2 (list specific objectives and deadlines if appropriate)

We will continue to meet weekly/biweekly over the coming (30/60/90) days to monitor your progress, and we will re-evaluate the status of your performance relative to the expectations outlined above. Please identify any training or other specific needs you may have in order to meet the outlined expectations, and notify me of those needs promptly.

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.

Please sign below indicating we have discussed all of the above items.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



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