

Performance Improvement Plan Template

Employee Name: _____

Meeting Date: _____

Manager Name: _____

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

Productivity

Efficiency

Teamwork

Quality

Attendance

Conduct

Other (define):

Specific examples of current performance under review (including steps taken to improve performance to date):

Improvement Plan (what is expected, how it should be accomplished, and in what timeframe):

Acknowledgment:

Employee (signature): _____ Date: _____

Manager (signature): _____ Date: _____

Reviewed by:

HR (signature): _____ Date: _____

Periodic Review Notes

Comments	Employee Initials	Supervisor Initials	Date
1.			
2.			
3.			
4.			
5.			
6.			

Conclusion (check one):

Performance Action Plan satisfactorily completed on: ____/____/____

Corrective Action Required (attach and submit to Human Resources)

Failure to meet and sustain improved performance may lead to further disciplinary action, up to and including termination. Corrective action may be taken in conjunction with, during, or after the performance plan.

Reviewed and accepted by:

Employee (signature): _____ Date: _____

Review completed by:

Manager (signature): _____ Date: _____

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

Copy: Employee

Original: Personnel File