

# PERFORMANCE IMPROVEMENT PLAN

COMPANY

## EMPLOYEE DETAILS

<b>Name</b>		<b>Phone Number</b>	
<b>Job Title</b>		<b>Email</b>	
<b>Department</b>		<b>First Meeting Date</b>	

## PERFORMANCE IN NEED OF IMPROVEMENT

Describe the areas that need to be improved, including specific examples.

## EMPLOYEE GOALS

List goals the employee will need to accomplish to improve performance.

## MANAGER SUPPORT

Describe how the manager will support employee, including any resources to provide.

## MEETING DATES

<b>Follow-Up #1</b>		<b>Follow-Up #2</b>	
<b>Follow-Up #3</b>		<b>Final Review</b>	

Employee Name (PRINT): \_\_\_\_\_ Date: \_\_\_\_\_

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

Manager Name (PRINT): \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_