TOOL 10

Performance Improvement Plan (PIP) Framework

PURPOSE: *Clearly communicate performance expectations, provide support for improvement, and establish a timeline for demonstrating sustained improvement. Use when informal coaching hasn't worked, and always involve HR first.*

Employee: *Enter name*	**Manager:** *Enter name*	**Start date:** *MM/DD/YYYY*	**Review date:** *MM/DD/YYYY (typically 30–90 days)*

PERFORMANCE ISSUE 1

Specific description	
Expected standard	
Current performance	
Gap	
Impact on team and company	
Required improvement	
Success criteria	*How we will both know it has been met*
Timeline	

PERFORMANCE ISSUE 2

Specific description	
Expected standard	
Current performance	
Gap	
Impact on team and company	
Required improvement	

Success criteria	
Timeline	

PERFORMANCE ISSUE 3 (IF NEEDED)

Specific description	
Expected standard	
Current performance	
Gap	
Impact on team and company	
Required improvement	
Success criteria	
Timeline	

SUPPORT PROVIDED

Tick what applies and write in the specifics below.

- ☐ Weekly one-on-one meetings to review progress
- ☐ Specific training or resources
- ☐ Additional support: mentoring, tools, adjusted responsibilities
- ☐ Clear, timely feedback on performance

SUPPORT PROVIDED — NOTES

CHECK-IN SCHEDULE

Week	Date	Purpose
Week 1		Initial check-in
Week 2		Progress review
Week 4		Mid-point review
Week 6		Progress review (60–90 day plans)
Week 8		Final review

Week	Date	Purpose

CONSEQUENCES

> "If sufficient improvement is not demonstrated by *[date]*, employment may be terminated."
> "If improvement is demonstrated, *[next steps: return to normal status, continued monitoring, etc.]*."

ACKNOWLEDGMENT

I have reviewed this Performance Improvement Plan and understand the expectations, support provided, and consequences.

Employee signature	Date	Manager signature	Date

Watch-Out: This is a serious tool. Be kind but clear. The goal is improvement, but the employee needs to understand the stakes. This should be a teachable moment, not a punishment.