# Performance Improvement Plan

**Purpose:** This document outlines the expectations, objectives, and steps necessary to support improved performance in the workplace. It is designed to provide clear direction while allowing the employee the opportunity to demonstrate progress and improvement in key areas.

## Employee Information

**Employee Name:** {employeeName}

**Job Title:** {jobTitle}

**Department:** {department}

**Supervisor:** {supervisor}

**Date:** {date}

**Plan Duration:** {planDuration}

## Performance Areas Needing Improvement

Please review the key areas where improvement is required:

{#performanceAreas}

* **{areaTitle}:** {areaDescription}

{/performanceAreas}

## Improvement Goals and Timeline

The following goals are established to guide performance improvement within the specified timeframe:

|  |  |  |
| --- | --- | --- |
| **Goal** | **Expected Outcome** | **Deadline** |
| {#goals}{goal} | {expectedOutcome} | {deadline}{/goals} |

## Support and Resources

The following resources and actions will be provided to assist the employee in improvement efforts:

{#resources}

* {resourceDescription}

{/resources}

## Monitoring and Feedback

Performance will be monitored on a regular basis. Feedback will be delivered through the following methods:

{#feedbackMethods}

* {method}

{/feedbackMethods}

## Consequences of Non-Improvement

If performance does not improve as outlined in this plan, the following actions may be taken:

{#consequences}

* {consequence}

{/consequences}

## Employee Comments

{employeeComments}

## Signatures

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Signature** | **Date** |
| {#signatures}{signerName} | {role} | {signature} | {signatureDate}{/signatures} |