



Employee Performance Improvement Plan Template

Our template helps HR and managers clearly structure a Performance Improvement Plan, assign ownership, define goals, and track progress in one place. Based on a structured six-part PIP process.

How to use this template

Use this Performance Improvement Plan template to document the issue, define measurable goals, assign support actions, schedule check-ins, and track outcomes. Assign one owner where needed, set clear deadlines, and document progress throughout the plan period.

EMPLOYEE INFORMATION

Field	Details
Employee Name	
Job Title	
Department	
Manager Name	
HR Representative	
PIP Start Date	
PIP End Date	
Review Dates	
Plan Duration	30 / 60 / 90 days

INTRODUCTION

This Performance Improvement Plan has been created to support **[Employee Name]** in meeting the performance expectations for their role as **[Job Title]**. The purpose of this plan is to address specific performance concerns, define measurable expectations, and provide the support needed for improvement.

This plan outlines the performance issue, improvement goals, action steps, check-in schedule, and outcome criteria. Progress will be reviewed regularly throughout the plan period.

SECTION 1: PERFORMANCE ISSUE STATEMENT

Describe the issue factually and with evidence. Use dates, metrics, missed expectations, and prior feedback where possible.

Field	Details
Performance Area	
Description of the Issue	
Expected Standard	
Evidence / Documentation	
Prior Feedback Given	

Notes:

- Use facts only
- Avoid opinions or emotional language
- Separate each issue clearly
- Reference prior coaching, if applicable

SECTION 2: IMPROVEMENT GOALS

All goals should be SMART: specific, measurable, achievable, relevant, and time-bound.

#	Improvement Goal	Measurable Outcome / How It Will Be Measured	Target Date
1			
2			
3			
4			

Notes:

- Keep to a maximum of 2 to 4 goals
- Each goal must have a measurable outcome
- Use numbers, deadlines, frequency, or observable results

SECTION 3: ACTION STEPS AND SUPPORT

Employee Action Steps

✓	Task	Owner	Deadline	Notes
<input type="checkbox"/>	Complete the required training or refresher module	Employee		
<input type="checkbox"/>	Review role expectations and performance standards	Employee + Manager		
<input type="checkbox"/>	Submit progress updates or reports	Employee		
<input type="checkbox"/>	Attend coaching/shadowing sessions	Employee		
<input type="checkbox"/>	Apply agreed process changes in daily work	Employee		

Company Support Provided

✓	Support / Resource	Owner	Deadline / Frequency	Notes
<input type="checkbox"/>	Training access provided	HR / L&D		
<input type="checkbox"/>	Coaching sessions scheduled	Manager		
<input type="checkbox"/>	Mentor/buddy assigned	Manager		
<input type="checkbox"/>	Tools/templates/documentation shared	Manager		
<input type="checkbox"/>	Structured 1:1 support in place	Manager		

SECTION 4: CHECK-IN SCHEDULE

Use this section to track formal progress reviews during the PIP.

#	Date	Format	Owner(s)	Agenda	Notes
1		1:1	Manager	Review early progress and blockers	
2		1:1 + HR	Manager + HR	Midpoint review against goals	
3		1:1	Manager	Review remaining gaps and support	
Final		Formal review	Manager + HR	Final outcome assessment	

Documentation rule:

All check-in notes should be documented and stored in **[HR system/shared folder/employee file]**.

SECTION 5: OUTCOME CRITERIA

Define the outcome before the plan begins.

Outcome Type	Criteria
Successful Completion	
Extension	
Escalation	

Notes:

- Define what “met expectations” means clearly
- State what happens if goals are partially met
- State what happens if performance does not improve sufficiently

SECTION 6: ACKNOWLEDGMENT AND SIGNATURES

Role	Name	Signature	Date
Employee			
Manager			
HR Representative			

Employee Comments (optional):

OPTIONAL PIP CHECKLIST VERSION

DAY 1-3 AFTER PIP START

✓	Task	Owner	Deadline	Notes
<input type="checkbox"/>	Confirm PIP start date and duration	HR + Manager	Day 1	
<input type="checkbox"/>	Document performance issue with evidence	Manager	Day 1	
<input type="checkbox"/>	Review prior feedback history	Manager + HR	Day 1	
<input type="checkbox"/>	Draft measurable improvement goals	Manager	Day 2	
<input type="checkbox"/>	Confirm support/resources available	HR + Manager	Day 2	
<input type="checkbox"/>	Hold a PIP kickoff meeting with the employee	Manager + HR	Day 3	

WEEK 1

✓	Task	Owner	Deadline	Notes
<input type="checkbox"/>	Finalize improvement goals	Manager + Employee	Week 1	
<input type="checkbox"/>	Finalize action steps	Manager + Employee	Week 1	
<input type="checkbox"/>	Assign training, tools, or mentorship	Manager / HR	Week 1	

<input type="checkbox"/>	Schedule all check-ins in advance	Manager	Week 1	
<input type="checkbox"/>	Obtain signatures and file documentation	HR	Week 1	

DURING THE PLAN

✓	Task	Owner	Deadline	Notes
<input type="checkbox"/>	Conduct regular check-ins	Manager	Ongoing	
<input type="checkbox"/>	Document progress against each goal	Manager	Ongoing	
<input type="checkbox"/>	Provide feedback after each review	Manager	Ongoing	
<input type="checkbox"/>	Record missed milestones or improvements	Manager + HR	Ongoing	
<input type="checkbox"/>	Adjust support if needed	Manager + HR	Ongoing	

FINAL REVIEW PERIOD

✓	Task	Owner	Deadline	Notes
<input type="checkbox"/>	Evaluate final results against goals	Manager	Final week	
<input type="checkbox"/>	Review documentation completeness	HR	Final week	
<input type="checkbox"/>	Decide outcome: completion, extension, or escalation	Manager + HR	Final week	
<input type="checkbox"/>	Hold final outcome meeting	Manager + HR	Final week	

<input type="checkbox"/>	Save the final signed documentation	HR	Final week	
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AFTER PLAN CLOSE

✓	Task	Owner	Deadline	Notes
<input type="checkbox"/>	Return the employee to standard performance management	Manager + HR	If completed	
<input type="checkbox"/>	Launch the extension plan if approved	Manager + HR	If extended	
<input type="checkbox"/>	Begin next-step HR process if escalated	HR	If escalated	
<input type="checkbox"/>	Archive all records in the employee file	HR	Within 1 week	

NOTES

- Assign one clear owner per task
- Keep goals measurable
- Document every check-in
- Define the final outcome before the plan starts
- Do not use vague language in the issue statement
- Support must be as specific as the expectations