

Performance Improvement Plan (PIP) Templates

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PIP Template: Low Work Output

- **Manager or Supervisor Name:** [Insert Name]
- **Employee Name:** [Insert Name]
- **Date:** [Insert Date]
- **Reason for the PIP:** [Describe specific performance issue — e.g., failure to meet sales quotas, declining productivity, etc.]

Performance Goals:

- [Insert Date]: Reach [Insert Target]

- [Insert Date]: Reach [Insert Target]

- [Insert Date]: Reach and maintain [Insert Target]

Action Plan:

- [List resources or training provided]

- [Outline mentoring or coaching schedule]

- [Include expectations for participation or prep work]

Evaluation Metrics:

- [Define output expectations]

- [Include call volume, task completion, quality standards, etc.]

Consequences:

- [Describe what will happen if goals are not met — e.g., termination or further review]
-

Signatures:

Supervisor

Employee

2 PIP Template: Poor Quality of Work

- Manager or Supervisor Name: [Insert Name]
- Employee Name: [Insert Name]
- Date: [Insert Date]
- Reason for the PIP: [Describe the pattern of errors, inconsistencies, or quality issues]

Performance Expectations:

- [List specific quality expectations and accuracy benchmarks]
-

Action Plan:

- [Insert training courses or refreshers]
 - [Schedule time for reviews and proofreading]
 - [Assign reviewer or quality checker for initial period]
-

Evaluation Metrics:

- [List how errors will be tracked and reviewed]
-

Consequences:

- [Describe disciplinary actions if quality does not improve — e.g., demotion, termination]
-

Signatures:

Supervisor

Employee

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PIP Template: Unprofessional Work Behavior

- **Manager or Supervisor Name:** [Insert Name]
- **Employee Name:** [Insert Name]
- **Date:** [Insert Date]
- **Reason for the PIP:** [Describe behavioral issue — e.g., tardiness, inappropriate communication, disruptions]

End Goal:

- [State behavioral target — e.g., punctuality for 95% of shifts, improved team interactions]
-

Action Plan:

- [Describe check-in or behavior tracking system]
 - [List expectations for interaction and conduct]
-

Evaluation Metrics:

- [Track incidents, timing, team feedback, etc.]
-

Consequences:

- [Describe official HR consequences, reprimands, or potential for termination]
-

Signatures:

Supervisor

Employee

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PIP Template: High Performer Development Plan

- Manager or Supervisor Name: [Insert Name]
- Employee Name: [Insert Name]
- Date: [Insert Date]
- Reason for the PIP: [Highlight strengths and identify leadership or growth opportunity]

Performance Goals:

- [Present team updates, lead projects, develop new proposals]
-

Action Plan:

- [Select mentor, draft project plans, complete leadership training, etc.]
-

Evaluation Metrics

- [Feedback from team, mentor, and clients on leadership and quality of work]
-

Review Date:

- [Insert Review Date]
-

Signatures:

Supervisor

Employee