



## Performance Improvement Plan (PIP)

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

CONCERNS/OBSERVATIONS	IMPROVEMENT PLAN/GOALS/EXPECTATIONS	TARGET DATE	COMMENTS/PROGRESS REPORT

Employee Name: \_\_\_\_\_

**Performance Improvement Plan (PIP)** This plan is a 30 day plan, but you are expected to follow the target dates listed.

**Employee Acknowledgement:**

The above Performance Improvement Plan (PIP) has been discussed with me. I understand that Target Date is the date that each concern/objective should be fully improved with outlined expectation(s). I further understand that immediate improvement is expected and that failure to show immediate improvement regarding the job expectation(s) outlined in the PIP will result in further corrective action up to and including termination.

\_\_\_\_\_  
Employee Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Manager Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Director Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Human Resources Signature\_\_\_\_\_  
Date