



Performance Improvement Plan (PIP)

Date:	College/ Unit:
Employee Name and Title:	Department:
	Manager Name and Title:

Instructions:

1. Use this tool to supervisors and employees document a plan to address ongoing performance issues concerns at any time during the year prior to formal discipline
2. Discuss and document specific improvement points and required actions
3. Confirm commitment to work together to resolve concerns
4. Inform employee that appropriate personnel action will be warranted if job performance does not improve within the timeframe documented on the PIP
5. Sign and date form
6. Set follow-up meetings with the employee 30 and 60 days after the PIP implementation to review the employee’s progress toward achieving goals
7. File form in a confidential file separate from employee personnel files

⇒ If form is being stored electronically, indicate file location _____



Specific Improvement Needed

Actions Needed to Improve Performance:

Large empty rectangular box for writing actions needed to improve performance.

30-Day Follow Up

30-day follow up date:

30-day follow up results:

Large empty rectangular box for writing 30-day follow up results.



60-Day Follow Up

60-day follow up date:

60-day follow up results:

Accomplishments Demonstrating Improved Performance



Employee Signature

Manager Signature

Date

Date

Employee Signature 30-day follow up

Manager Signature 30-day follow up

Date

Date

Employee Signature 60-day follow up

Manager Signature 60-day follow up

Date

Date