

Performance Improvement Plan Template

Use this template to set clear expectations, document support, and track improvement over time.

Reviewer:	<input type="text"/>
Employee Name:	<input type="text"/>
Manager Name:	<input type="text"/>
Job Title:	<input type="text"/>
Start Date:	<input type="text"/>
Department:	<input type="text"/>
Agreed End Date:	<input type="text"/>

This template provides a structured framework for addressing performance concerns while setting clear expectations and goals for improvement. It also encourages ongoing communication and support between the employee and manager throughout the process.

1. Role Expectations

Q1: What specific responsibilities and tasks are outlined in the job description for this role?

Answer

Q2: How do these responsibilities contribute to the overall goals and objectives of the department/company?

Answer

Q3: What key performance indicators (KPIs) are used to measure success in this role?

Answer

2. Areas of Concern

Q1: In which specific areas has the employee not met performance expectations?

Answer

Q2: What are the underlying reasons or root causes contributing to the issues identified?

Answer

Q3: How have these performance issues impacted team productivity or organizational goals?

Answer

3. Improvement Goals

Q1: What are the measurable objectives we aim to achieve through this performance improvement plan?

Answer

Q2: How will meeting these goals address the identified areas of concern?

Answer

Q3: Are there any specific milestones we should set to track progress towards improvement goals?

Answer

4. Action Plan

Q1: What specific steps or actions will the employee take to address the identified performance gaps?

Answer

Q2: How will these actions be prioritized and scheduled within the employee's daily workflow?

Answer

Q3: Are there any additional training or skill development opportunities that could support the action plan?

Answer

Q4: How will progress towards improvement goals be monitored and measured?

Answer

Overall Comments

Answer

Employee Signature

Reviewer Signature

Date