

# 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