

## PERFORMANCE IMPROVEMENT PLAN - PIP

Employee Name:	Date:
Program:	Facility/Location:
Supervisor:	

### Part I - Description of Performance Improvement Areas

Provide specific examples of issues which required the implementation of this plan.


### Part II - Corrective Action Plan and Timetable

Identify specific work assignments, required actions, or training designed to bring about performance improvement in the areas listed in Part I. Be sure to specify deadlines.


### Part III – Next Step in Performance Improvement Plan

A. Follow up meeting	Date:
B. Lack of improvement will result in:	_____

#### Follow up meeting

**Performance progress:**


**Part IV – Comments**

**Manager:**


**Employee:**


I, \_\_\_\_\_, by my signature below acknowledge receipt of a copy of this form.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date