

Performance Improvement Plan Template

Employee feedback is crucial in the workplace. Unfortunately, not everyone implements the feedback they receive from their managers — either because they don't have a clear understanding of performance issues, didn't receive enough training, or are going through other challenges impacting their work.

Performance improvement plans (PIPs) are designed to outline issues and next steps for improving performance. Share this template with managers in order to facilitate employee improvement.

Opportunities for Improvement

Describe performance issues, with examples, that need to be addressed.

Improvement Targets

List actions needed from the manager/employee to address the above opportunities.

Owner	Action	Deadline
Manager/Employee		

Resources and Support

Detail how the manager will support the employee in reaching improvement targets.

Timeline and Updates

How and when will the employee be expected to share their progress?

Outcomes

As improvement target deadlines pass, document whether they were accomplished.

Owner	Action	Completed?
Manager/Employee		Yes/No