

## EMPLOYEE PERFORMANCE IMPROVEMENT PLAN

<b>Employee Name:</b>	<b>Title/Position:</b>	<b>Date of Hire:</b>
<b>Date of Last Performance Review:</b>	<b>Date PIP Prepared:</b>	<b>Date Discussed:</b>

Specific Area(s) to be Improved	Specifics Leading to PIP (What led to the problem)	Action(s) to be Taken to Improve (Success Criteria)	Timeframe to Improve

I acknowledge that this Performance Improvement Plan has been discussed with me and understand that I am expected to correct the identified performance issues according to what is set forth above. I also understand that if I don't successfully accomplish the desired improvement(s) that I may be subject to corrective actions, including up to the termination of my employment.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_