Performance Improvement Plan Template

A PIP is a coaching tool: it states the gap plainly, sets clear goals, and documents the support offered. Describe facts and examples, not personality. Have HR or counsel review before you meet.

PLAN DETAILS

Employee name

Job title

Supervisor

Plan start date

Plan end date (often 30 to 90 days)

Date of meeting

THE PERFORMANCE GAP

Specific concerns, with dates and examples

Expected standard (what meeting expectations looks like)

Previous coaching or feedback given (dates)

GOALS AND SUPPORT

Goal (specific and measurable)	How it will be measured	Support, training, or resources provided	Check-in dates

CHECK-IN LOG

Date	Progress observed	Next steps	Initials

OUTCOME

Plan result (met / extended / not met)

Notes

Educational resource, not legal, tax, or accounting advice. IAG provides consulting, investigation, mediation, and training services and is not a CPA firm or law firm.

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> Failure to meet and sustain the expectations in this plan may result in further action, up to and including termination. This plan does not change at-will employment or create a contract.

SIGNATURES (SIGNING CONFIRMS RECEIPT, NOT AGREEMENT)

Employee signature and date	Supervisor signature and date
HR signature and date	Employee comments attached? (Y/N)

IAG coaches supervisors through documentation, PIP meetings, and fair, consistent discipline. **Talk with an advisor: integrityadvisorygroup.org/contact**

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