**Performance Improvement Plan (PIP)**

**To: *[Employee Name]***

**From: *[Manager]***

**Date:**

**Subject:** Performance Improvement Plan

This Performance Improvement Plan is designed to provide you with written notice of areas in which you are not performing in accordance with the expectations of your position [**or** cite a policy] in order to provide you an opportunity to improve your performance. It is our intent to make you aware of the areas in which your performance is deficient to assist you in improving your work performance. I am here to support you and to be a resource, but it is ultimately your responsibility to improve your performance immediately.

During the past []**[*specify dates if available*]**, it has become increasingly evident that you have not been performing your job in accordance with what is expected of your position as **[*job title*]**. I spoke with you on **[*list dates of all counseling and written warning sessions*]** about your failure to meet certain expectations of your position. To date, you have not made significant improvement in meeting these expectations.

Therefore, you are advised that the following expectations must be met going forward for you to obtain a satisfactory level of performance for your position:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Performance or Behavioral Issue | Impact of Issue | Expectation for Performance or Behavior  | Specific Action Steps & Resources Available | Deadlines for Completing Action Steps |
| ***EX: Failure to meet submission deadlines*** | ***Ex: Grants not be awarded*** | ***EX: All Grants will be submitted on time if not early*** | ***EX: Timelines and Deadlines administer to all PIs to ensure timely submissions*** | ***EX: November 15th***  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

I will review your progress on each of the above items requiring improvement every **[*day or week and time of review*]**. Improvement must begin immediately and be maintained. If any objective of this improvement plan is not met at any time during the specified time frame(s) set forth above, disciplinary action, up to and including termination of employment, may be imposed.

I am available to discuss any issues or concerns you may have as you work to meet the requirements of this plan.

Your signature acknowledges that we have discussed this document and that it will be placed in your personnel file in Human Resources. Please note that any performance deficiencies that follow the completion of this improvement plan may also result in disciplinary action, up to and including termination of employment, without the issuance of another warning or improvement plan.

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Employee Signature Date

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Manager Signature Date

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Human Resources Signature Date