



Performance Improvement Plan

Employee Name: _____

Job Title: _____

Practice Location: _____

Supervisor: _____

Date of Hire: _____

The purpose of this Performance Improvement Plan (PIP) is to define areas of concern with your performance, reiterate stated performance expectations, and allow you the opportunity to demonstrate performance improvement and commitment.

Effective immediately, you are placed on a **(30, 60, or 90)**-day PIP. During this time, you will be expected to make progress on the plan outlined below.

Areas for Improvement:

Identify issues and how employee's lack of performance and/or behavior has affected performance and/or behavioral expectations.

Observations, Previous Discussions or Counseling:

Recap dates/times when the issues were addressed in the recent/relevant past. Reference previous documents when applicable.

Expectations for PIP:

During this time, you will be expected to make regular progress on the plan outlined above. Failure to meet or exceed these expectations, or any display of gross misconduct will result in further disciplinary action, up to and including termination. In addition, if there is no significant improvement to indicate that the expectations and goals will be met within the timeline indicated in this PIP, your employment may be terminated prior to completion

Performance Improvement Plan Begin date: [Click here to enter a date.](#) **End date:** [Click here to enter a date.](#)

WEEKLY MEETINGS

Discussion Date	Specific Task	Expected Outcome	Weekly Rating	Activities for Continued Improvement
			<input type="checkbox"/> Satisfactory <input type="checkbox"/> Improvement needed	
			<input type="checkbox"/> Satisfactory <input type="checkbox"/> Improvement needed	
			<input type="checkbox"/> Satisfactory <input type="checkbox"/> Improvement needed	
			<input type="checkbox"/> Satisfactory <input type="checkbox"/> Improvement needed	
			<input type="checkbox"/> Satisfactory <input type="checkbox"/> Improvement needed	
			<input type="checkbox"/> Satisfactory <input type="checkbox"/> Improvement needed	
			<input type="checkbox"/> Satisfactory <input type="checkbox"/> Improvement needed	
			<input type="checkbox"/> Satisfactory <input type="checkbox"/> Improvement needed	

PIP was: successfully completed not successfully completed Extended until [Click here to enter a date.](#)

Supervisor signature: _____
[Click here to enter a date.](#)

Date:

The above Performance Improvement Plan has been explained to me and I understand the expectations of my job.

Employee signature: _____
[Click here to enter a date.](#)

Date: