



## Performance Improvement Plan (PIP)

Confidential

**TO:** (insert employee's name)  
**FROM:** (insert manager's name)  
**DATE:** (insert date)  
**RE:** Performance Improvement Plan (PIP)

The purpose of this Performance Improvement Plan (PIP) is to define serious areas of concern, gaps in your work performance, reiterate the expectations of **Fairhaven Solutions, LLC**, and allow you the opportunity to demonstrate improvement and commitment.

### Areas of Concern:

*Bullet point issues and how employee's failure to meet expectations, lack of performance and/or behavior has affected client satisfaction and company production and deliverables.*

### Observations, Previous Discussions or Counseling:

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

**Step 1: Improvement Goals:** These are the goals related to areas of concern where expectations have not been met and need to be improved and addressed:

1.	
2.	
3.	

**Step 2: Activity Goals:** Listed below are activities that will help you reach each goal (*here is where you include specific, actionable, measurable, achievable goals for the employee to attain*):

Goal #	Activity	How to Accomplish	Start Date	Projected Completion Date
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**Step 3: Resources:** Listed below are resources available to you to complete your Improvement activities *(may include other people's time or expertise, funds for training materials and activities, or time away from usual responsibilities.)*

1.	
2.	
3.	

**Management Support:** Listed below are ways in which your manager will support your Improvement activities. *(the below forms of support are suggestive but should be offered where necessary for best results)*

1.	<b>Assign a mentor/coach to work with employee to provide on the job training as needed</b>
2.	<b>Establish metrics/quotas (e.g., # of deliverables to be produced on weekly/monthly basis)</b>
3.	<b>Provide weekly/monthly reports to ensure employee is aware of their progress</b>

**Step 4: Expectations:** The following performance standards must be accomplished to demonstrate progress towards achievement of each Improvement goal:

1.	
2.	
3.	
4.	
5.	

**Step 5: Progress Checkpoints:** The following schedule will be used to evaluate your progress in meeting your Improvement activities.

Goal #	Activity	Checkpoint Date	Type of Follow-up (memo/call/meeting)	Progress Expected	Notes


**Follow-up Updates:** You will receive feedback on your progress according to the following schedule:

Date Scheduled	Activity	Conducted By	Completion Date
	30-day Update Memo	[Supervisor/Manager]	
	60-day Update Memo	[Supervisor/Manager]	
	90-day Final Status Memo	[Supervisor/Manager]	

### **Timeline for Improvement, Consequences & Expectations:**

Effective immediately, you are placed on a **(insert 30, 60, or 90)**-day 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 **(insert 30, 60, or 90)** days. Furthermore, failure to maintain performance expectations after the completion of the PIP may result in additional disciplinary action up to and including termination.

The PIP does not alter the employment-at-will relationship. Additionally, the contents of this PIP are to remain confidential. Should you have questions or concerns regarding the content, you will be expected to follow up directly with me.

We will meet again as noted above to discuss your Performance Improvement Plan. Please schedule accordingly.

### **Signatures:**

Print Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Supervisor/Manager Name: \_\_\_\_\_

Supervisor/Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_