**Employee Performance Improvement Plan (PIP)**

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| --- | --- | --- | --- | --- | --- |
| **Employee’s Name** |  | **Position** |  | **Department** |  |
| **Manager’s Name** |  | **Date of Meeting** |  | **Date of Next Review** |  |
| **PIP Reviewed & Updated** |  | **Amended Date of Final Review** |  |  |

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| --- | --- | --- | --- | --- |
| **Performance Outcome to be Achieved** | **How to Achieve the Outcome**(Tools, equipment, training) | **Skills, knowledge, or support required to achieve the outcome**(Coaching, mentoring) | **Key Performance Indicator/s**(Measurement) | **Progress Review**  |
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|  |
| **Signed by Manager** |  | **Date** | **Comments** |
| **Signed by Employee** |  | **Date** | **Comments** |

**This Action Plan outlines the performance expectations and timeframes as discussed and mutually agreed by the Manager and Employee, in accordance with the requirements and behavioral standards of Company Name.**