**Employee Performance Improvement Plan (PIP) Form**

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | John Smith | Employee ID | 02458 |
| Department | Marketing | Position | Marketing Coordinator |
| Supervisor/Manager | Sarah Johnson | Date Issued | October 10, 2025 |
| Review Period | October 10 – December 10, 2025 |  |  |

**Section 2: Reason for PIP**

(Describe specific reasons for placing the employee under a Performance Improvement Plan.)

**Example:**

* Decline in campaign performance metrics over the past quarter.
* Missed project deadlines on two occasions.
* Inconsistent communication with clients and internal teams.

**Section 3: Performance Areas Needing Improvement**

|  |  |  |
| --- | --- | --- |
| **Performance Area** | **Current Issue** | **Expected Standard** |
| Project Management | Missed deadlines and uncoordinated task assignments | Complete all projects on time with proper task allocation |
| Client Communication | Delayed responses to client emails | Respond within 24 hours and maintain professional tone |
| Reporting Accuracy | Errors found in campaign performance reports | Ensure 100% accuracy before submission |

**Section 4: Improvement Goals and Action Steps**

|  |  |  |  |
| --- | --- | --- | --- |
| **Goal** | **Action Plan** | **Resources Provided** | **Target Completion Date** |
| Meet all deadlines | Use project tracking software and submit weekly progress updates | Access to task management tool and time management training | November 30, 2025 |
| Improve communication | Attend communication skills workshop | Company-paid workshop and mentoring support | November 15, 2025 |
| Ensure report accuracy | Follow reporting checklist before submission | Guidance from senior analyst | December 1, 2025 |

**Section 5: Monitoring and Evaluation**

|  |  |  |
| --- | --- | --- |
| **Evaluation Date** | **Supervisor’s Comments** | **Employee Acknowledgment** |
| November 1, 2025 | Noticeable improvement in deadline management |  |
| December 1, 2025 | Accuracy in reports meets standard expectations |  |

**Section 6: Possible Consequences**

Failure to meet the expectations outlined in this PIP may result in further disciplinary action, up to and including termination of employment.

**Section 7: Acknowledgment**

|  |  |  |
| --- | --- | --- |
| **Name** | **Signature** | **Date** |
| Employee |  |  |
| Supervisor |  |  |
| HR Representative |  |  |