**Employee Behavior Improvement Plan (BIP) Form**

**Company Name  
Address  
Phone  
Email**

**1. Employee Information**

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| --- | --- | --- | --- |
| **Employee Name:** |  | **Job Title:** |  |
| **Department:** |  | **Supervisor/Manager:** |  |
| **Date:** |  | | |

**2. Description of Behavior Concern**

**(Describe the unprofessional behavior, including dates, times, and examples)**

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**3. Policies or Standards Violated**

**(Specify company policies, rules, or behavior standards not followed)**

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**4. Expected Behavior**

**(Clearly describe the behavior expected from the employee moving forward)**

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**. Improvement Actions Required**

**(List specific steps the employee must take to improve behavior)**

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**6. Support & Resources Provided**

**(Training, coaching, mentoring, or tools offered by management)**

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**7. Timeline for Improvement**

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| --- | --- | --- | --- |
| **Start Date:** |  | **Review Date:** |  |
| **Final Evaluation Date:** |  |  |  |

**8. Consequences of No Improvement**

**(Explain what will happen if behavior does not improve)**

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**9. Signatures**

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| --- | --- | --- | --- |
| **Employee:** |  | Date: |  |
| **Supervisor/Manager:** |  | Date: |  |
| **HR Manager:** |  | Date: |  |