

PERFORMANCE IMPROVEMENT PLAN

WAREHOUSE EMPLOYEES

Employee Name:

Date:

Position:

Leader/Title:

Division:

Location:

CHECK APPROPRIATE NOTICE CATEGORY:

- Verbal Notice:** First conversation with an employee about an issue involving their behavior, conduct or job performance
- First Written Notice:** Initial documented conversation in attempt to improve behavior resolve issue.
- Second Written Notice:** Initial conversation did not resolve issue.
- Final Written Notice:** Second written notice did not resolve issue or severity of violation has warranted final notice.

CHECK APPROPRIATE ISSUE TO DOCUMENT:

- Absenteeism**
- Work Quality**
- Tardiness**
- Insubordination**
- Conduct**
- Other (explain):**
- Dress Code Violation**
- Harassment/Creating an Unsafe Workplace**
- Leaving Without Permission**
- Destruction of Company Property**

Describe specific performance issue or policy/values violation:

Action Plan

Determine the root cause of the performance issue. Create a SMART (Specific, Measurable, Actionable, Realistic and Time Bound) action plan to improve the employees performance

PERFORMANCE IMPROVEMENT PLAN (CONT.)

WAREHOUSE EMPLOYEES

IDENTIFY FOLLOW-UP DATES: 30 DAYS 60 DAYS 90 DAYS OTHER:

Specific Follow-up Dates:

Associate Comments:

Immediate and sustained improvement must be demonstrated within the designated time frame. Failure to meet or sustain improved performance may result in further disciplinary action, up to and including termination of employment.

Leader Signature: _____ Date: _____ Employee Signature: _____ Date: _____
(indicates Leader has communicated PIP) (indicates employee has received PIP and has had an opportunity to ask questions)

Note Follow-up Conversations

Date:	Date:	Date:
Notes:	Notes:	Notes: