

PERFORMANCE IMPROVEMENT PLAN

Employee Name: _____ Date: _____ Position: _____

Leader/Title: _____ Division: _____ Location: _____

Note Dates of Verbal Coaching: _____

CHECK APPROPRIATE NOTICE CATEGORY:	CHECK APPROPRIATE ISSUE TO DOCUMENT:
<input type="checkbox"/> First Written Notice: Initial documented conversation in attempt to improve behavior resolve issue <input type="checkbox"/> Second Written Notice: Initial conversation did not resolve issue. <input type="checkbox"/> Final Written Notice: Second written notice did not resolve issue or severity of violation has warranted final notice.	<input type="checkbox"/> Work Performance <input type="checkbox"/> Violation of Company Policy/Values <input type="checkbox"/> Other (explain):

Describe specific performance issue or policy/values violation:

Performance Gap Describe the behavior or policy expectation and how the current performance falls short of that expectation.	Results or Impact Describe the business impact of the employee's current performance. State specific results and behaviors.	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

