

Performance Improvement Plan

Employee Name:	Function:
Evaluator:	Effective Date:
Mid review:	End Date:

Please state the areas where improvement is desired

Performance Targets	Current Performance	Deviations

Set Performance Standards:

Performance Standards	Mid-term review	End Date	Status

Action plan and comments:

	Comments	Signature
Employee		
Supervisor		
HR		

Review Feedback:

- Meets expectations
- Does not meet expectations

Feedback

Supervisor		Signature
HR		
Department head		

Performance Improvement Plan

Objective:

1. To make performance expectations clear to the employee and quantify the same.
2. To document and put into process the same and ensure timely feedback

Scope:

3. Employees who have been rated “needs improvement or less “as per our rating during the review process.
4. Employees who are consistently performing below-set standards for a period of 3 months.
5. In case of behavioral issues, the complaint has to be reported in writing. The manager along with HR will conduct an inquiry to establish the same.

Timeframe:

The process will be conducted over one month.

Process:

1. Once the case has been established for the PIP to be instituted, HR along with the supervisor will inform the employee in writing and explain to the employee that he /she is being put on a PIP.
2. The PIP meeting will be conducted by the supervisor along with the HR representative.
3. The employee will be explained his / her current performance along with the expected performance parameters. The areas of improvement will also be made clear.
4. The performance standards will be set for the employee along with the dates when performance will be reviewed.

5. The employee will be made to understand that performance below the set standards is not accepted.
6. All the participants in the meeting will record their comments.
7. The performance will be monitored continuously and the same will also be communicated in the mid- review meeting.
8. At the end of the review period, the supervisor and HR representative will document the employee's performance and consult the department head to decide further course of action.
9. The decision will be communicated to the employee.