

# Performance Improvement Plan

**Employee Name**

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**Position/Title**

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**Department**

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**Supervisor**

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**Date**

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**Performance Areas of Concern**

**Expected Level of Performance**

**Action Plan & Support**

**Timeline for Improvement**

**Consequences of Non-Improvement**

Review Dates/Checkpoints

Employee Acknowledgement (Signature/Date)

Supervisor (Signature/Date)