**Performance Improvement Plan (PIP) Template**

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| Employee |  |
| Job Title |  |
| Department |  |
| Manager / Supervisor |  |
| Plan Date |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Improvement Areas and Expectations |
| **Category** | **Description** |
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| Development Support and Resources |
| **Category** | **Description** |
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| Training, Education, and Certification Costs |
| **Category** | **Description** | **Estimated Cost** |
|  |  | $0 |
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| Performance Goals (SMART) |
| **SMART** | **Goal** | **Timeframe** |
| Specific |  |  |
| Measurable |  |  |
| Achievable |  |  |
| Relevant |  |  |
| Time-Bound |  |  |

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| Action Plan |
| **Improvement Activity** | **Target Date** | **Owner** | **Status** |
|  |  |  | In Progress |
|  |  |  | Not Started |
|  |  |  | Scheduled |
|  |  |  | Not Started |
|  |  |  | Pending |
|  |  |  | Pending |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** | **Week 6** | **Week 7** | **Week 8** | **Week 9** | **Week 10** | **Week 11** | **Week 12** |
|  | **X** |  |  |  |  |  |  |  |  |  |  |  |
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| Success Metrics and Evaluation |
| **Metric** | **Description** | **Measurement** |
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| Performance Outcomes |
| **Outcome** | **Description** |
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| Review and Acknowledgement |
| Reviewed By |  |
| Title |  |
| Name |  |
| Date |  |
| Reviewed By |  |
| Title |  |
| Name |  |
| Date |  |

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