# Performance Improvement Plan

Instructions:

* Complete one form for each Operating Principle in which improvement is needed.
* Re-evaluation date should be no more than 3-6 months after PIP date.
* Attach signed original(s) to PEP and submit to HR, after discussion with next level supervisor and PIP meeting with employee; employee & supervisor each keep a copy.
* After re-evaluation meeting, discuss progress update with next level supervisor, and submit updated form to HR to be included in employee’s personnel file.

# Employee Name: Date:

**Operating Principle:**

## What needs to improve?

How will improvement be measured?

Progress will be re-evaluated *no later than*:

## Additional comments (optional):

Supervisor’s Signature Employee’s Signature

Re-evaluation date:

Progress to date:

Next steps:

Supervisor’s Signature Employee’s Signature