thrive at work

FREE TEMPLATE · PERFORMANCE

Performance improvement plan (PIP) template

A fair, specific plan to close a performance gap: what is expected, what support is offered and how progress will be checked.

Before you start

- Have you raised the issue informally first, with examples, and given time to improve?
- Is the expectation written down in the job description, goals or team standards?
- Have you ruled out causes outside the person's control: unclear priorities, missing tools, workload, health or personal circumstances?
- Has HR reviewed the plan and the timeline?

> **A PIP should be a real chance to succeed.** If the decision to part ways has already been made, a PIP is the wrong tool. Talk to HR.

1. Details

Employee name	
Job title	
Manager	
HR contact	
Plan start date	
Plan end date (usually 30, 60 or 90 days)	

2. Performance gaps

Describe each gap in observable terms. Avoid labels such as "bad attitude"; describe what happened and what was expected.

Area	What is expected	What is happening now (with examples and dates)

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3. Goals for the plan period

Make each goal specific, measurable and achievable within the plan period.

Goal	How success will be measured	Due date

4. Support from the company

Support (training, coaching, tools, workload changes)	Who provides it	By when

5. Workload and capacity

Performance gaps sometimes come from overload rather than ability. Check workload, priorities and recovery with the employee and record any changes agreed. Capacity is the energy, recovery, focus and resilience a person has available to sustain performance.

6. Check-in schedule

Date	Progress against each goal	Next steps
Week 2		
Week 4		
Week 6		
Week 8		
Final review		

7. Possible outcomes

- **Goals met:** the plan closes and normal performance management continues.
- **Clear progress, not yet complete:** the plan may be extended once, with a new end date.
- **Goals not met:** further steps up to and including termination, in line with company policy and local law.

8. Signatures

	Signature	Date
Employee		
Manager		
HR		

The employee signature confirms receipt of the plan. Employee comments:

> This template is general guidance, not legal advice. Employment law differs by country and state; check with HR or legal counsel before use.

> **About thrive at work.** thrive at work is an employee engagement platform that also measures capacity to perform. One anonymous survey shows which teams are thriving and which are running low, then turns results into action plans. thriveatwork.ai