

Performance Improvement Plan (PIP)

Employee Name: _____	Date: _____
Position Title: _____	Position Hire Date: _____
Department Name: _____	
Department Leader: _____	

Performance Improvement Plan			
Timeline:	<input type="checkbox"/> 90 Days	<input type="checkbox"/> Other _____	
Follow-Up Meetings:	30 Days - Date: _____	60 Days - Date: _____	90 Days - Date: _____

The purpose of this Performance Improvement Plan (PIP) is to define serious areas of concern, gaps in your work performance, to reiterate university expectations, and allow you the opportunity to demonstrate improvement and commitment.

Areas of Concern: (List specific areas where the employee failed to meet expectations)

Observations, Previous Discussions, or Additional Training Provided:

(List any previous times the issues have been addressed, the context, and the outcome of discussions or training)

Acceptable outcomes to reach desired expectations:

Performance Improvement Plan (PIP)

Employee action steps to reach desired outcomes:

Following the end date of the PIP, on-going improvement is expected. Failure to maintain the performance expectations may result in further disciplinary action as outlined in the university's progressive discipline process.

The signatures below indicate that this document was received and that the material(s) reviewed and discussed between the supervisor and employee.

Additional information and resources regarding the university's progressive discipline process can be found on Human Resources' website: <https://www.pfw.edu/offices/human-resources/employee-relations/discipline>.

Employee Signature

Date

Leader Signature

Date

Human Resources and Office of Institutional Equity

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Fax: (260) 481-5490

hr@fsu.edu

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Performance issues have been identified and your involvement is key in achieving the expected outcomes. Partnership and feedback during the performance improvement plan process will be important in reaching the outlined expectations. Plan to bring a copy of this completed improvement plan to each follow-up meeting.

Reasons for not meeting performance expectations:

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-
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Obstacles causing a barrier in reaching performance expectations:

-
-
-
-

Actions that will be taken to achieve desired outcomes:

-
-
-
-

Additional feedback:

-
-
-
-

Employee Signature

Date

Leader Name

Date Leader Received Employee Plan