

City of Your Place  
Performance Improvement Plan (PIP)

To:  
From:  
Date:

The purpose of the Performance Improvement Plan is to

- Notify you that your current level of performance is not acceptable
- Identify specific areas of concern
- Provide you a plan and an opportunity to demonstrate improvement and commitment in your work performance

Performance standards not currently being met and specific examples of how they are not being met:

Supervisor's efforts to assist the employee previously:

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Improvement goals for behaviors and performance:

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Specific actions required of the supervisor to support improvement activities:

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Consequences of not meeting the expected standards in this plan:

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\_\_\_\_\_, you are being placed on a \_\_\_\_\_ day PIP. During this time you will be expected to make regular progress on the plan as documented above. Failure to meet or exceed these expectations will result in the consequences outlined above. Failure to maintain performance expectations after the completion of the PIP may result in additional disciplinary action up to and including termination. You will receive feedback on your progress at your weekly supervisor meetings during the timeframe of this PIP.

Is there anything that will prevent your achieving the objectives of this Performance Improvement Plan?

\_\_\_\_\_ Yes \_\_\_\_\_ No Explain (if necessary):

Employee signature and date: \_\_\_\_\_

Supervisor signature and date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Department Head Date