

Performance Improvement Plan

Formal Performance Management Document

Template Version 1.0 | June 2026

Confidential Document

This Performance Improvement Plan (PIP) is a formal performance management document. It should be discussed in a private meeting with the employee. The employee should be given an opportunity to have a support person present. A copy should be provided to the employee and placed on their personnel file.

Section 1: Employee Information

Employee Name *

Employee ID

Position / Job Title *

Department / Team *

Manager / Supervisor Name *

PIP Start Date *

PIP End Date / Review Date *

Duration of PIP (e.g., 4 weeks, 6 weeks)

Section 2: Purpose of This Plan

The purpose of this Performance Improvement Plan is to:

- Clearly identify the performance concerns that need to be addressed
- Set clear expectations and measurable improvement targets
- Provide the support needed to help you succeed
- Document progress and outcomes over the PIP period

This plan is designed to support you in improving your performance to the required standard. Successful completion of this plan will result in a return to normal performance management processes. Failure to meet the required standards may result in further action, up to and including termination of employment.

Section 3: Background and Context

Previous discussions, feedback, or informal warnings given:

Related documents:

- ☐ Previous performance reviews attached
- ☐ Written warnings attached
- ☐ Emails or notes from previous discussions attached
- ☐ Training records attached

Section 4: Performance Concerns

Concern 1

Description of the performance concern:

Specific examples (including dates and details):

Expected standard of performance:

Concern 2

Description of the performance concern:

Specific examples (including dates and details):

Expected standard of performance:

Concern 3 (if applicable)

Description of the performance concern:

Specific examples (including dates and details):

Expected standard of performance:

Section 5: Improvement Targets and Actions

Target 1

Improvement target (specific, measurable):

Actions employee will take:

Support provided by employer:

How progress will be measured:

Target completion date:

Target 2

Improvement target (specific, measurable):

Actions employee will take:

Support provided by employer:

How progress will be measured:

Target completion date:

Target 3 (if applicable)

Improvement target (specific, measurable):

Actions employee will take:

Support provided by employer:

How progress will be measured:

Target completion date:

Section 6: Support and Resources

The following support will be provided during this PIP period:

☐ Regular check-in meetings with manager

☐ Additional training (specify):

Training details:

☐ Mentoring or coaching

☐ Reduced workload / adjusted duties

☐ Clear written procedures or guidelines

☐ Additional resources or tools

☐ Employee Assistance Program (EAP) access

☐ Other support (specify):

Other support details:

Section 7: Review Meetings

Progress review meetings will be held:

- ☐ Weekly
- ☐ Fortnightly
- ☐ Other frequency:

Review meeting 1 - Date:

Review meeting 2 - Date:

Review meeting 3 - Date:

Final review meeting - Date:

Section 8: Consequences

Please note the following:

- If you successfully meet all improvement targets by the end of the PIP period, you will return to normal performance management processes.
- If you make significant progress but do not fully meet all targets, the PIP may be extended.
- If you do not make satisfactory improvement, further disciplinary action may be taken, which may include termination of your employment.

Section 9: Employee Response

Employee comments or response to this plan (optional):

Does the employee agree with the concerns raised?

- ☐ Yes
- ☐ Partially
- ☐ No

Does the employee commit to the improvement plan?

- ☐ Yes
- ☐ With reservations (noted above)

Section 10: Acknowledgement

Manager

- I have explained this Performance Improvement Plan to the employee.
- I have offered the employee the opportunity to have a support person present.
- I have answered the employee's questions and provided a copy of this plan.

Manager Signature: _____

Date: _____

Employee

- I acknowledge receipt of this Performance Improvement Plan.
- I understand the concerns raised and the improvement required.
- I understand that failure to improve may result in further action.
- I have been offered the opportunity to have a support person present.

Employee Signature: _____

Date: _____

HR Representative (if present)

Name: _____

Signature: _____

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