

# PERFORMANCE IMPROVEMENT PLAN

DISCUSSION WITH \_\_\_\_\_ DATE \_\_\_\_\_

PERSON(S) INVOLVED \_\_\_\_\_

JOB DESCRIPTION \_\_\_\_\_

## SITUATION TO BE DISCUSSED:

## PERFORMANCE ( work habits record )

## OBJECTIVE

## SPECIFIC ACTIONS

PERSON  
Responsible

By  
When

# DISCUSSION SUMMARY

## NOTES

## CONSEQUENCES

## FOLLOW - UP

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **PLACE:** \_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_ **EMPLOYEE:** \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resource Manager: \_\_\_\_\_ Date: \_\_\_\_\_