



Performance Improvement Plan (PIP) Confidential

EMPLOYEE: _____

SUPERVISOR: _____

DATE: _____

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

Areas of Concern:

Bullet point issues and how employee's lack of performance and/or behavior has affected his/her co-workers, Connections Credit Union and its' members.

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Step 1: Improvement Goals: These are the goals related to areas of concern to be improved and addressed:

Goal #1	
Goal #2	
Goal #3	

Step 2: Activity Goals: Listed below are activities that will help you reach each goal:

Goal	Activity	How to Accomplish	Start Date	Projected Completion Date
Goal #1				
Goal #2				
Goal #3				

Step 3: Resources: Listed below are resources available to you to complete your improvement activities (may include other people’s time or expertise, funds for training materials and activities, or time away from usual responsibilities.)

#1	
#2	
#3	

[OPTIONAL: This can be incorporated as part of Step 3: Resources, above] Management Support: Listed below are ways in which your supervisor will support your improvement activities.

#1	
#2	
#3	

Step 4: Expectations: The following performance standards must be accomplished to demonstrate progress towards achievement of each Improvement goal:

1.	
2.	
3.	
4.	
5.	

Step 5: Progress Checkpoints: The following schedule will be used to evaluate your progress in meeting your improvement activities.

Goal	Activity	Checkpoint Date	Type of Follow-up (memo/call/meeting)	Progress Met Expectations	Notes
Goal #1					
Goal #2					
Goal #3					

Follow-up Updates: You will receive feedback on your progress according to the following schedule:

Date Scheduled	Activity	Conducted By	Completion Date
	30-day Update Memo		
	60-day Update Memo		
	30/60/90-final-day Status Memo Expectations have been met All additional comments by supervisor made below		

Timeline for Improvement, Consequences & Expectations:

Effective immediately, you are placed on a _____ day PIP. During this time you will be expected to make regular progress on the plan outlined above. Failure to meet or exceed these expectations, or any display of gross misconduct will result in further disciplinary action, up to and including termination. In addition, if there is no significant improvement to indicate that the expectations and goals will be met within the timeline indicated in this PIP, your employment may be terminated prior to the determined plan (**30,60, or 90 days**). Furthermore, failure to maintain performance expectations after the completion of the PIP will result in additional disciplinary action up to and including termination.

The PIP does not alter the employment-at-will relationship. Additionally, the contents of this PIP are to remain confidential. Should you have questions or concerns regarding the content, you will be expected to follow up directly with me.

We will meet again on as noted above to discuss your Performance Improvement Plan. Please schedule accordingly.

Additional Comments made supervisor

Signatures:

Print Employee Name: _____ Date: _____

Employee Signature: _____

Print Supervisor Name: _____ Date: _____

Supervisor Signature: _____