PERFORMANCE IMPROVEMENT PLAN (PIP)

EMPLOYEE NAME:		MANAGER NAME:	
POSITION:		PIP START DATE:	
STORE NO.		PIP END DATE:	

POSITION EXPECTATIONS:
What is the **acceptable performance expected** of an employee in this position? **See job description.**

MSI
MEAUXMENTUM
STRATEGIES & INVESTMENTS

AREAS OF CONCERN: List specific priority areas the employee has not met expectations; include root causes and examples.	IMPROVEMENT GOALS: Define specific, clear, SMART goals the employee must achieve to successfully address each area of concern.	ACTION PLAN: Outline specific activities to be completed that will help the employee achieve their improvement goal(s).	RESOURCES: What are the available resources to help the employee complete the specific activities outlined in their action plan?	PIP CHECK-IN DATE(S): * Check-ins are required. List the dates you will meet with the employee to discuss their progress.	TRACK PIP PROGRESS: Document, document, document. Include notes on how the employee is progressing toward their improvement goal(s)?	ACTION START DATE:	ACTION DEADLINE:

EMPLOYEE SIGNATURE:		DATE:		MANAGER SIGNATURE:		DATE:	