

Employee Name

Employee Role/Title

Employee Department

Date

Purpose of Performance Improvement Plan

The purpose of this performance improvement plan (PIP) is to define issues with your work performance that have been raised with you previously but require immediate improvement, to ensure there is clarity regarding the expectations of your role as [title] going forward, and to give you an opportunity to address these concerns and remain in good standing at Marywood University.

Performance Improvement Plan

As your supervisor has discussed with you previously, the following examples illustrate the areas where there are concerns about your performance and which require immediate improvement:

- **Issue #1:** You are expected to [list company/department expectations].
 - Examples of when you failed to meet this expectation include, but are not limited to:
- **Issue #2:** You are expected to [list company/department expectations].
 - Examples of when you failed to meet this expectation include, but are not limited to:
- **Issue #3:** You are expected to [list company/department expectations].
 - Examples of when you failed to meet this expectation include, but are not limited to:

- **Issue #4:** You are expected to [list company/department expectations].
 - Examples of when you failed to meet this expectation include, but are not limited to:

Action Items to Correct Performance

To correct performance, you must complete the following objectives on an on-going basis during the 90-day PIP period:

- [Specific Improvement Goal]
- [Specific Improvement Goal]
- [Specific Improvement Goal]
- [Specific Improvement Goal]

If you need any clarification about these objectives, please contact [insert supervisor name and title] or Kim Padden in HR before you sign below. Your signature on this document will be construed as an indication that you have fully read and understood the matters addressed in this PIP.

During the PIP period, you shall meet with your supervisor weekly during which your progress on the foregoing objectives and overall performance will be discussed. In addition to our customary interactions throughout the work week, the weekly PIP meetings also will provide you with an opportunity to ask any questions or seek any further guidance you believe you need to succeed in your role.

The purpose of this action plan is to help you improve your performance and meet the expectations of Marywood University. That said, although the anticipated duration of this PIP is 90 days, you are expected to demonstrate improvement in your performance immediately. That improvement must be sustained throughout the 90 days and thereafter.

If you are unable to meet the objectives outlined above within 90 days or if your progress during the 90-day period is inadequate as determined by the University in its sole discretion, you may be subject to disciplinary action, up to and including termination.

This PIP and any prior communications regarding your performance (whether written or oral) are not intended to and do not alter your “at-will” employment status with the University. The University reserves the right to terminate your employment before the completion of the PIP in its discretion if warranted.

Signatures:

[Supervisor name, Supervisor Title]

Date:

I, [insert name of employee] hereby acknowledge by signing below that I have read and understood the above information and consequences, and that I have received a copy of this form.

[Employee name, Employee Title]

Date:
