



## Performance Improvement Plan : PIP

The first semester

The performance improvement plan (PIP) is suitable for employees who have been assessed within the level of “needs improvement” and only those who were considered with low performance and competencies. This form explains the tasks and competencies that need to be improved with the time frame required to assess the progress being made. This section of the performance improvement plan needs to be filled at beginning of the first six months of poor performance management

Employee name		Position	
PIP date		Review date / dates	
Grade			

Task or skill or behaviour that needs improvement	Nature of improvement	Targeted KPIs	Target date	Achieved	Remarks

The Performance Improvement Plan above was discussed, and the employee is aware of his/ her responsibilities and what is expected. If the employee fails to meet the target indicators or achieve the expected improvements, the director is entitled to act following the regulations in the Employee Performance Management System

Employee signature		Date		Line manager signature		Date	
--------------------	--	------	--	------------------------	--	------	--

## The additional semester

If employee performance is not improved, an official warning will be issued and the employee will be granted an additional six months for improvement. Before the start of the additional semester, the line manager will agree with the employee on how to achieve specific improvement tasks and / or a review plan if necessary.

Task or skill or behaviour that needs improvement	Nature of improvement	Targeted KPIs	Target date	Achieved	Comments / Evidences

Employee signature		Date		Line manager signature		Date	
--------------------	--	------	--	------------------------	--	------	--

If employee performance is not improved, the line manager will recommend that measures should be taken in accordance with Chapter VI of the employee performance management system and applicable chapters of the Human Resources law and its implementing bylaw

Recommendation .....

Date .....

Line manager signature .....