

# **XYZ, INC. EMPLOYEE PERFORMANCE IMPROVEMENT PLAN**

**Employee's Name:**

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**Date:**

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**Previous Occurrences/Warnings (give dates):**

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**1. Description of the Incident (include description of employee conduct standard(s) violated). Use reverse side if more room is needed.**

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**2. Measurable/Achievable Improvement Goals:**

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**3. Training/Direction to be Provided by Supervisor:**

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**4. Reasonable Improvement Time Frame:**

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**5. Result of Next Occurrence within Time Frame (Next Disciplinary Step):**

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**6. Scheduled Review Date:**

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**7. Employee Comments:**

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**8. Employee Acknowledgment of Performance Improvement Plan:**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**9. Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**10. Witness' Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_