

# Performance Improvement Plan (PIP)

The purpose of the PIP is to allow you the opportunity to demonstrate improvement in your work performance.

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name	title	
Livestock		
department	division	bureau

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**Your performance or conduct needs improvement in the following areas:**

**You will take the following actions to correct the problem:**

**Time frame for improvement:** Effective immediately, you are placed on a **(30 day)** PIP. During this time you are expected to make regular progress on your work performance. The PIP may be extended for an additional (30) days, up to a maximum of (90) days.

**We will provide the following assistance to help you accomplish the desired solution (if necessary).**

- 1) Weekly meetings by telephone or in person with your supervisor to discuss work completed.

## Employee

You will receive a copy of this form. A copy of this form will not be included in your personnel file. Your supervisor will hold the PIP as part of *management notes*. However, if you do not improve or correct the deficiencies as described, the PIP may be used for documentation as part of any progressive disciplinary action that may be taken against you.

We will meet to review accomplishments under this plan after (30) days.

\_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Conclusions of review:

addn. pages \_\_\_ yes \_\_\_ no