



The purpose of this Performance Improvement Plan (PIP) is to address the employee's failure to satisfactorily perform his/her job functions. The PIP will address areas of concern and identify issues related to the employee's behavior and unacceptable work performance.

Date _____

Duration: 30 60 Other days _____ PIP Begin Date _____ PIP End Date

RELEVANCE

List the job duties and responsibilities of the position as related to the employee's improvement item(s). Include Policy Number, Office Work Rule, or DFA Employee Handbook citing that regulates the behavior or performance. Type the date(s) of prior disciplinary action for the misconduct, if applicable.

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AREAS OF CONCERN

Describe the performance problem in specific terms. Give work examples of the employee's prior deficiencies as well as expected behavior or performance.

AREAS OF CONCERN

The reviewer is available to discuss any issues or concerns you may have as you work through this plan. Improvement must begin immediately and be maintained. Failure by the employee to meet the objectives of this improvement plan at any time during the PIP may result in disciplinary action up to and including termination. A failure to satisfactorily perform your job function after completing the PIP may also result in dismissal from the DFA without the issuance of another warning or improvement plan. Your signature acknowledges this discussion. It does not indicate agreement or disagreement with this plan.

Employee Signature

Date

Supervisor Signature

Date

Witness Signature

Date



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Behavior or Work Task <i>May include attending training, utilizing tools, creating drafts or reports, or final work products.</i>	Method of Monitoring	Frequency or Date for Completion	Date of Follow-Up Meeting(s)	Supervisor Initials upon completion	Employee Initials upon completion

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