



Performance Evaluation

Employee Information

Employee Name:

Office Location:

Position:

Date:

Performance Information

Reason for PIP:

Company's Standard of Performance:

Action Steps Employee will take to Improve Performance:

Action Steps Supervisor will take to Help Employee Improve Performance:

Follow-up Performance Evaluation Date (if needed):

Supervisor Administering Warning:

Employee:

(Signature)

*(Signature)

(Printed Name)

(Date)

Follow up on reverse side



How did the employee perform during their time on the Performance Improvement Plan (PIP)?

Is there a need for more follow-up?
