



Ward & Uptigrove  
Human Resources Solutions



# Performance Improvement Plan

March 2026

# Performance Improvement Plan (PIP)

## About this tool:

The PIP tool helps you clearly outline an employee's specific performance issues, give them actionable guidance on how to improve, and ensures they fully understand the consequences of not meeting expectations. It also reinforces the critical role of thorough documentation, which protects both the organization and the employee by creating a transparent record of concerns, expectations, timelines, and follow-up discussions.

## When using this tool:

We recommend that you reference this tool whenever you are giving detailed information to an employee on their performance.

## How we can help:

- Help you create factual, evidence-based descriptions of performance issues so that you can address them in a non-emotional way.
- Help you identify the consequences of continuing bad performance or behaviour.
- Hold your employee accountable for satisfactory performance.
- Lay out a follow up process to sustain performance – or escalate your disciplinary action in a fair and legal manner.

## How to contact us:

For further discussion or assistance, please reach out to:

✉ [HRresults@w-u.on.ca](mailto:HRresults@w-u.on.ca)

☎ (519) 291-3040

[wardanduptigrove.com/hr-solutions](http://wardanduptigrove.com/hr-solutions)



## Disclaimer:

The content provided is for general informational purposes only and is not to be considered legal advice. While believed to be accurate at the time of publication, Ward & Uptigrove does not guarantee accuracy over time. Ward & Uptigrove is not responsible for links to external resources which users' access at their own risk.

# Performance Improvement Plan (PIP)

Employee Name:

Position:

Date:

Supervisor/Manager:

---

---

---

---

## Performance Concerns

*Itemize performance and/or behavioural issues using examples from work performance. A poor attitude is a performance issue.*

## Set Expectations

*Specify performance and or behavioural expectations to close current gaps/address the issues above.*

## Action Plan and Timelines

*Outline action plan and with timelines to address issue(s). Give the employee an opportunity to give suggestions on how they can improve. Try to remove any barriers to their success, outside of their own control. Define specific, measurable, attainable, realistic, and timely (SMART) goals to ensure progress can be measured across time. Consider if training or other corrective action is required.*

# Performance Improvement Plan (PIP)

## Results/Impact

*Outline the consequence and next steps if no improvement. Refer to your progressive disciplinary action policy.*

## Next Meeting(s)

*Set a follow up meeting(s) time/date to review progress and employee's willingness to make improvements.*

I commit to and understand the expectations laid out in this document and the consequences should I not show improvement related to the concerns outlined above.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Performance Manager

\_\_\_\_\_  
HR Manager

Conclusion of PIP – Date: \_\_\_\_\_

*Document the steps the employee has taken to meet the expectations provided.*

Cc: Employee File