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**[Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)**

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| **Performance Improvement Plan Template** |
| **Reviewer:** |  | **Employee Name:** **Manager Name:****Job Title:** **Start Date:****Department:** **Agreed End Date:**  |
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| This template provides a structured framework for addressing performance concerns while setting clear expectations and goals for improvement. It also encourages ongoing communication and support between the employee and manager throughout the process. |
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| **1. Role Expectations** |
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| **Q1:** What specific responsibilities and tasks are outlined in the job description for this role? |
|
| **Answer** |
| Lorem ipsum |
| **Q2:** How do these responsibilities contribute to the overall goals and objectives of the department/company? |
|
| **Answer** |
| Lorem ipsum |
| **Q3:** What key performance indicators (KPIs) are used to measure success in this role? |
|
| **Answer** |
| Lorem ipsum |
| **2. Areas of Concern** |
|
| **Q1:** In which specific areas has the employee not met performance expectations? |
|
| **Answer** |
| Lorem Ipsum |
| **Q2:** What are the underlying reasons or root causes contributing to the issues identified? |
|
| **Answer** |
| Lorem Ipsum |
| **Q3:** How have these performance issues impacted team productivity or organizational goals? |
|
| **Answer** |
| Lorem Ipsum |
| **3. Improvement Goals** |
|
| **Q1:** What are the measurable objectives we aim to achieve through this performance improvement plan? |
|
| **Answer** |
| Lorem Ipsum |
| **Q2:** How will meeting these goals address the identified areas of concern? |
|
| **Answer** |
| Lorem Ipsum |
| **Q3:** Are there any specific milestones we should set to track progress towards improvement goals? |
|
| **Answer** |
| Lorem Ipsum |
| **4. Action Plan** |
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| **Q1:** What specific steps or actions will the employee take to address the identified performance gaps? |
|
| **Answer** |
| Lorem Ipsum |
| **Q2:** How will these actions be prioritized and scheduled within the employee's daily workflow? |
|
| **Answer** |
| Lorem Ipsum |
| **Q3:** Are there any additional training or skill development opportunities that could support the action plan? |
|
| **Answer** |
| Lorem Ipsum |
| **Q4:** How will progress towards improvement goals be monitored and measured? |
| **Answer** |
| Lorem Ipsum |
| **Overall Comments** |
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| **EmployeeSignature** |  | **ReviewerSignature** |  | **Date** |