****

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Performance Improvement Plan Template** | | | | |
| **Reviewer:** |  | **Employee Name:**  **Manager Name:** **Job Title:**  **Start Date:**  **Department:**  **Agreed End Date:** | | |
|
|
|
|
|
| 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. | | | | |
|
| **1. Role Expectations** | | | | |
|
| **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** | | | | |
|
| **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** | | | | |
|  | | | | |
|
|
|
| **Employee Signature** |  | **Reviewer Signature** |  | **Date** |