



PERFORMANCE IMPROVEMENT PLAN OUTCOME REPORT

NAME: _____ **DATE:** _____

TITLE: _____ **DEPARTMENT:** _____

An Outcome Report following a Performance Improvement Plan (PIP) is expected to contain the following components:

1. Identify statements of performance or conduct that needed improvement or were unsatisfactory as described from the employee's PIP:

2. Did the employee attain satisfactory conduct or performance in addressing the above concerns?

Yes

No

If "Yes" which areas were completed satisfactorily?

If "No" what are the continued areas that need improvement?

3. This Outcome Report will indicate one of the following:

- Satisfactory completion.
- Complete a new Performance Improvement Plan.
- Unsatisfactory progress, move to the disciplinary process (this serves as verbal notice for the disciplinary process).

A copy of the Outcome Report will be placed in the employee's personnel file.

Signature of Supervisor

Date

Signature of Employee

Date

Title of Supervisor

Signature of Reviewer

Date

Title of Reviewer

C: Employee's Personnel File

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