

# SALES PIP TEMPLATE



Start Date:

End Date:

## Employee Details

Employee Name:

Position:

Manager:

Department:

## Areas of concern:

What areas of performance has the employee not met expectations, what is the cause of the issue?

## Role expectations:

What is the acceptable performance expected for the employee in this role?

## Improvement goals:

Define concrete goals that address the areas of concern and agree on milestones to meet the goals.

Goal and description	Milestone
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Employee Signature:

Manager Signature:

Date:

Notes: