



PIP Outcome Summary Template

HR & Performance Management
hashmicro.com

1. DOCUMENT DETAILS

Employee Full Name		Employee ID	
Position / Title		Department	
Direct Manager		HR Representative	
PIP Reference No.	PIP-	PIP Issued Date	
PIP Start Date		PIP End Date	
PIP Duration	30 / 60 / 90 Days	Outcome Document Date	
Total Reviews Held			

2. PIP OBJECTIVE RESULTS — FINAL ASSESSMENT

#	Objective / Goal	Success Criteria	Evidence Reviewed	Result	Manager Rating (1–5)	Verified By HR (Y/N)
1				Met / Partially Met / Not Met		Y / N
2				Met / Partially Met / Not Met		Y / N
3				Met / Partially Met / Not Met		Y / N
4				Met / Partially Met / Not Met		Y / N
5				Met / Partially Met / Not Met		Y / N
6				Met / Partially Met / Not Met		Y / N

3. OVERALL PERFORMANCE SUMMARY

Assessment Area	Rating (1–5)	Status vs PIP Start	Manager Comments
Quality of Work		Improved / Same / Declined	
Quantity / Productivity		Improved / Same / Declined	
Attendance & Punctuality		Improved / Same / Declined	
Communication & Teamwork		Improved / Same / Declined	
Attitude & Engagement		Improved / Same / Declined	
Following Procedures & Instructions		Improved / Same / Declined	
Meeting Deadlines		Improved / Same / Declined	
Response to Coaching & Feedback		Improved / Same / Declined	
Rating Scale	1 = Far Below Expectations 2 = Below 3 = Meets 4 = Exceeds 5 = Outstanding		

4. REVIEW HISTORY SUMMARY

Review No.	Review Date	Overall Rating at Review	Trajectory at Review	Key Concerns	Actions Set	Actions Completed (Y/N)
Review 1		1–5	On Track / At Risk / Off Track			Y / N / Partial
Review 2		1–5	On Track / At Risk / Off Track			Y / N / Partial
Review 3		1–5	On Track / At Risk / Off Track			Y / N / Partial
Review 4		1–5	On Track / At Risk / Off Track			Y / N / Partial
Review 5		1–5	On Track / At Risk / Off Track			Y / N / Partial
Review 6		1–5	On Track / At Risk / Off Track			Y / N / Partial

5. SUPPORT PROVIDED DURING PIP

Support Type	Provided (Y/N)	Details / Dates	Employee Engaged (Y/N)	Effectiveness
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Coaching / Mentoring	Y / N	Y / N	Effective / Partial / Ineffective
Formal Training	Y / N	Y / N	Effective / Partial / Ineffective
On-the-Job Training	Y / N	Y / N	Effective / Partial / Ineffective
Adjusted Workload / Role	Y / N	Y / N	Effective / Partial / Ineffective
Regular 1:1 Meetings	Y / N	Y / N	Effective / Partial / Ineffective
EAP / External Support	Y / N	Y / N	Effective / Partial / Ineffective
Additional Tools / Resources	Y / N	Y / N	Effective / Partial / Ineffective

6. MANAGER'S FINAL ASSESSMENT

Summary of Employee's Performance During PIP:

Key Achievements / Improvements Observed:

Outstanding Concerns / Issues at End of PIP:

Overall PIP Outcome

All Objectives Met / Majority Met / Partially Met / Not Met

Manager's Recommendation	Close PIP / Extend PIP / Issue Further Warning / Commence Dismissal Process / Redeploy / Other
Manager Name	
Date of Assessment	

7. HR REVIEW & DECISION

HR Review Completed	Yes / No
HR Assessment	Consistent with Fair Process / Further Review Required
Legal / IR Advice Sought	Yes — Ref.: _____ / No
HR Decision	Approve Manager Recommendation / Modify Recommendation — see notes
HR Notes / Comments	
HR Representative Name	
Date HR Decision Made	

8. FINAL OUTCOME & NEXT STEPS

Outcome Option	Selected (Y/N)	Effective Date	Details / Reference
PIP Successfully Completed — Closed	Y / N		
PIP Extended — New End Date	Y / N		
Return to Standard Performance Management	Y / N		
Formal Warning Issued	Y / N		Ref.: _____
Final Written Warning Issued	Y / N		Ref.: _____
Show Cause Notice Issued	Y / N		Ref.: _____
Dismissal — Notice of Termination Issued	Y / N		Ref.: _____
Mutual Separation / Resignation	Y / N		
Redeployment to Alternative Role	Y / N		
Other	Y / N		

9. POST-PIP MONITORING PLAN (if PIP closed successfully)

Monitoring Period	[X] months from PIP close date
Monitoring Start Date	
Monitoring End Date	
Review Frequency	Weekly / Monthly / Quarterly
Review Method	1:1 Meeting / Written Report / Performance Review
Re-activation Trigger	Any recurrence of PIP issues will trigger re-activation of formal process
Monitoring Manager	

10. EMPLOYEE ACKNOWLEDGEMENT

Employee's Comments on the PIP Outcome:

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Employee acknowledges receipt of this outcome document Yes / No / Disputes outcome — see comments above

Date

11. SIGN-OFF

Employee	Direct Manager	HR Representative
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____

This document has been filed in the employee's personnel record Yes / No

Date filed

Filed by

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