



30-60-90 Day PIP Template

HR & Performance Management
hashmicro.com

1. DOCUMENT & EMPLOYEE DETAILS

Employee Full Name		Employee ID	
Position / Title		Department	
Direct Manager		HR Representative	
PIP Reference No.	PIP-	Date Issued	
PIP Start Date		PIP End Date	(90 days from start)
Employment Type	Full-Time / Part-Time / Casual	Prior Counselling	Yes / No — Details: _____

2. SUMMARY OF PERFORMANCE ISSUES

Performance Area	Issue Description	Expected Standard	Gap Identified	Evidence / Examples

3. OVERALL PIP OBJECTIVE

Primary Objective	
Overall Success Definition	
Consequence if Not Met	Further disciplinary action up to and including termination
Right to Support Person	Yes — employee may bring a support person to all formal meetings

PHASE 1: 30-DAY PHASE — Foundation & Immediate Improvements

Phase Period	Start Date
End Date	Review Date

Phase 1 — Objectives & Goals

#	Objective / Goal	Success Criteria	Action Steps	Due Date	Status
1					Not Started / In Progress / Met / Not Met
2					Not Started / In Progress / Met / Not Met
3					Not Started / In Progress / Met / Not Met
4					Not Started / In Progress / Met / Not Met

Phase 1 — Support Provided

Support / Resource	Detail / Description	Scheduled Date
Coaching / Mentoring		
Training		
Tools / Resources		
Manager Check-ins		

Phase 1 — Phase Review & Assessment

Progress Assessment	Manager Comments	Employee Comments
Objectives Met / Partially Met / Not Met		

PHASE 2: 60-DAY PHASE — Consolidation & Consistency

Phase Period	Start Date
End Date	Review Date

Phase 2 — Objectives & Goals

#	Objective / Goal	Success Criteria	Action Steps	Due Date	Status
1					Not Started / In Progress / Met / Not Met
2					Not Started / In Progress / Met / Not Met
3					Not Started / In Progress / Met / Not Met
4					Not Started / In Progress / Met / Not Met

Phase 2 — Support Provided

Support / Resource	Detail / Description	Scheduled Date
Coaching / Mentoring		
Training		
Tools / Resources		
Manager Check-ins		

Phase 2 — Phase Review & Assessment

Progress Assessment	Manager Comments	Employee Comments
Objectives Met / Partially Met / Not Met		

PHASE 3: 90-DAY PHASE — Sustained Performance & Final Assessment

Phase Period	Start Date
End Date	Review Date

Phase 3 — Objectives & Goals

#	Objective / Goal	Success Criteria	Action Steps	Due Date	Status
1					Not Started / In Progress / Met / Not Met
2					Not Started / In Progress / Met / Not Met
3					Not Started / In Progress / Met / Not Met
4					Not Started / In Progress / Met / Not Met

Phase 3 — Support Provided

Support / Resource	Detail / Description	Scheduled Date
Coaching / Mentoring		
Training		
Tools / Resources		
Manager Check-ins		

Phase 3 — Phase Review & Assessment

Progress Assessment	Manager Comments	Employee Comments
Objectives Met / Partially Met / Not Met		

7. FINAL OUTCOME — END OF 90 DAYS

Objective	Phase 1 Result	Phase 2 Result	Phase 3 Result	Overall Result	Comments
1	Met / Not Met	Met / Not Met	Met / Not Met	Met / Not Met	
2	Met / Not Met	Met / Not Met	Met / Not Met	Met / Not Met	
3	Met / Not Met	Met / Not Met	Met / Not Met	Met / Not Met	
4	Met / Not Met	Met / Not Met	Met / Not Met	Met / Not Met	

Overall PIP Outcome

All Objectives Met / Partially Met / Not Met

Decision

PIP Closed — Performance Satisfactory / Extended / Escalated to Disciplinary Process

Monitoring Period

[X] months post-PIP monitoring will apply

Decision Date**8. EMPLOYEE ACKNOWLEDGEMENT**

I acknowledge receipt of this 30-60-90 Day PIP and understand its contents.

I understand the consequences of not meeting the objectives.

Employee Response

I agree with the plan / I disagree — comments attached

Date**9. SIGN-OFF**

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