

**PROMPT WO-036**

Create a Performance Improvement Plan (PIP)

Purpose

Use this prompt to create a fair, structured, and supportive Performance Improvement Plan (PIP) for an employee whose performance is below the required standard. It focuses on clear expectations, measurable objectives, available support, and a realistic improvement timeline.

DIFFICULTY **Intermediate****TIME SAVED** **30–60 min****BEST FOR****HR & Performance**

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



Copy & Paste Prompt

You are an experienced Human Resources Manager.

Create a professional Performance Improvement Plan (PIP) using the information below.

Employee Name:

[Insert employee name]

Job Title:

[Insert job title]

Manager:

[Insert manager's name]

Review Period:

[Insert review period]

Reason for the PIP:



[Describe the performance concerns]

Expected Performance Standard:

[Describe the required standard]

Examples of Performance Concerns:

[List specific examples]

Contributing Factors:

[List any known factors affecting performance]

Support Available:

[List coaching, mentoring, training or other support]

Improvement Objectives:

[List SMART objectives]

Review Schedule:

[Weekly, fortnightly, monthly]

Possible Outcomes:

[Describe successful completion or further action]

Tone:

Professional, supportive, respectful and objective.

Please:

- Create a structured Performance Improvement Plan.
- Clearly explain the performance concerns using factual examples.
- Define the expected standard of performance.
- Create SMART improvement objectives.
- Include the support that will be provided.
- Add a review timetable with progress checkpoints.
- Finish with a summary of possible outcomes and next steps.
- Use fair, constructive and legally appropriate business language throughout.

Return only the completed Performance Improvement Plan.



Example

INPUT



Employee: Michael Brown

Job Title: Sales Executive

Reason for PIP: Sales targets have not been achieved for three consecutive months.

Expected Standard: Achieve at least 95% of monthly sales target.

Support:

- Weekly coaching.
- Sales training.
- Mentoring with Senior Sales Manager.

Review Period: 60 days.

EXPECTED OUTPUT

Performance Improvement Plan

Employee Information

Employee: Michael Brown

Position: Sales Executive

Manager: Sarah Jones

Review Period: 60 Days

Purpose

The purpose of this Performance Improvement Plan is to provide structured support to help Michael achieve the required performance standards while ensuring expectations are clear and measurable.

Performance Concerns

Recent performance reviews have identified that monthly sales targets have not been achieved during the last three review periods. Current performance is below the expected business standard.

Expected Standard

- Achieve at least 95% of monthly sales targets.
- Complete all customer follow-ups within agreed service levels.
- Maintain accurate CRM records.

Improvement Objectives — see table below

OBJECTIVE	SUCCESS MEASURE	TARGET DATE
Achieve 95% of monthly target	Monthly sales report	End of Month 1
Complete advanced sales training	Training certificate	Week 2
Improve CRM accuracy	Weekly audit score above 98%	Throughout plan



SUPPORT AVAILABLE

- Weekly one-to-one coaching sessions.
- Mentoring from a Senior Sales Manager.
- Additional sales skills training.
- Weekly performance reviews.

REVIEW SCHEDULE

Progress meetings will take place every week to review performance, discuss challenges, and agree any additional support required.

POSSIBLE OUTCOMES

Successful Completion

Performance reaches the required standard and the Performance Improvement Plan is successfully concluded.

Further Action

If sufficient improvement is not demonstrated despite the agreed support, further action may be considered in line with company policies and procedures.

CLOSING STATEMENT

This plan is intended to support improvement through regular communication, coaching, and achievable objectives. Both the employee and manager are committed to working together towards a successful outcome.

 **Builder's Tip:** *A Performance Improvement Plan should be a development tool, not a punishment. Clear expectations, regular coaching, and documented support give employees the best opportunity to succeed while helping managers maintain a fair and consistent process.*

Related Prompts

- WO-031 – Write a Professional Performance Review
- WO-032 – Write Constructive Employee Feedback
- WO-033 – Create a Personal Development Plan
- WO-035 – Conduct a One-to-One Meeting

Tags



PERFORMANCE
IMPROV

PIP

HR

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