# **Remote-First PIP Template**

**Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Manager:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PIP Start Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PIP End Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose Statement:**

This plan is intended to clarify expectations, provide support, and outline measurable steps toward improved performance. Our goal is to achieve a successful outcome together.

## **Section 1: Performance Areas Needing Improvement**

* Specific Performance Issues Identified:  
  + Broken async communication expectations (missed SLAs)
  + Silent blockers (failure to raise challenges)
  + Digital presenteeism (online but not delivering results)
  + Tool misalignment or fatigue
  + Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supporting Documentation:**

* Examples, screenshots, task trackers, missed deadlines.

## **Section 2: Root Cause Analysis (Behavioral Insight)**

**Discussion Summary:**

Key factors that may have contributed to performance issues (e.g., unclear deliverables, tool friction, isolation challenges).

**Employee's Input:**

Summary of the employee's perspective on barriers or blockers.

## **Section 3: Visibility Goals**

Define what visibility means for this role:

* Deliverables to be submitted (type, frequency): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Required async check-ins (daily/weekly): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Progress tracking tools (e.g., Trello, Notion): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Section 4: Communication Preferences and Support Style**

**Preferred Communication Mode:** (select all that apply)

* Async written updates
* Video calls
* Chat-based check-ins (Slack, Teams)
* Email summaries

**Preferred Support Style:**

* Mentoring (hands-on guidance)
* Coaching (support to self-discover solutions)
* Self-Guided (resources provided, employee self-manages)

## **Section 5: SMART Performance Goals**

| **Goal** | **Specific** | **Measurable** | **Achievable** | **Relevant** | **Time-Bound** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Example:** Complete and submit 3 client project briefs with zero revisions needed, due every Friday for 4 weeks.

## **Section 6: Accountability Infrastructure**

**Tools/Trackers to Be Used:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Recap Culture Practice:**

* Weekly wins and blockers thread
* Midweek progress report
* End-of-week reflections

## **Section 7: Check-In Rhythm**

* Async written updates: \_\_\_\_\_\_\_\_ frequency
* Video check-ins: \_\_\_\_\_\_\_\_ frequency
* Emotional check-ins (confidence/energy survey): \_\_\_\_\_\_\_\_

## **Section 8: Potential Outcomes**

* Full performance recovery and reintegration
* Partial recovery and further development plan
* Insufficient improvement leading to managed exit

## **Section 9: Signatures**

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

HR Witness (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_  
  
**Important:** Digital copies (PDFs) must be stored securely. Verbal discussions must be followed up with email summaries for auditability.

**Tip:** Always save a version of this document *with* employee input recorded, especially in remote settings where misunderstandings can happen faster than managers realize.