

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.