

# HR Quick Take: Employee Performance Improvement Plan

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**Q:** We gave an employee a performance improvement plan and now they refuse to sign it. What do I do?

**A:** Failing to sign a performance improvement plan doesn't mean the employee doesn't have to abide by the employer's policies or meet performance expectations. You and a witness should sign the bottom of the performance improvement plan and note that it was presented to the employee on {date} and {time} but they refused to sign.

**Related Resource:**

HR Quick Take: Employee Performance

## Your Key Contacts



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