

Performance Improvement Plan Template

Employee Name: _____ Position: _____

Manager/Team Leader: _____

This Plan will be in place from (Date) _____ to _____ (Review period)

Performance Issue	Expectation	Support and Training	Assessment	Review	Date
<p><i>For each objective, set out what the issue is and what the issue is</i></p> <p>Objective 1</p>	<p><i>What 'good' looks like - i.e. what the standard is</i></p>	<p><i>Include all support that was offered even if the support wasn't accepted</i></p>	<p><i>How and when</i></p>	<p><i>Performance over the period. What went well, what could have been better and what wasn't completed or was missed - including what the actual issues were</i></p>	
<p>Progress Against Objective 1</p> <p><i>Use this area to create a rolling record of progress. Date each entry; if possible get employee participation in this process.</i></p>					
<p>Objective 2</p>					
<p>Progress Against Objective 2</p>					

Objective 3					
Progress Against Objective 3					
Objective 4					
Progress Against Objective 4					
Development Plan					
Progress Against Development Plan					