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| **Employee Name**: |  |

**Performance Improvement Plan**

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| **TARGET AREA**  *Detail specific area where performance standards have not been met* | **PERFORMANCE CONCERN**  *Detail specific date and example of where the standards have not been met* | **EXPECTED STANDARD OF PERFORMANCE**  *Detail what is expected of the employee in terms of their performance i.e. what does “good” look like* | **AGREED IMPROVEMENT ACTIONS**  *Detail what actions need to be taken to meet expected standard of performance* | **SUPPORT**  *Detail what has been agreed upon in terms of support required to achieve expected standard of performance* | **REVIEW DATE** | **REVIEW NOTES**  *Detail improvements made and any future review dates* | **DATE OF ACHIEVE EXPECTED STANDARD** |
| **EXAMPLE:** Organizational Skills- difficulty organizing workload on daily basis | **EXAMPLE**: Two deadlines missed and complaint received from Department X who did not receive a response to an email sent twice on (date) | **EXAMPLE:** To effectively manage workload on a daily basis, meet deadlines efficiently, prioritize tasks and respond to emails timely.  Measured by management observation of performance of tasks. | **EXAMPLE:** Operate daily “To do” check list and diary. To respond to emails within 3 working days. | **EXAMPLE:** Training in Microsoft Word  To work shadow colleague Y in prioritizing daily tasks. | **EXAMPLE:**  To be reviewed in 4 weeks ( insert date) | **EXAMPLE:** Microsoft Word training completed on (insert date), daily to do list being written, responding to emails faster, but further improvement needed. Work shadowing will continue. Review in 2 weeks | **EXAMPLE:** Standard expected to be achieved within (insert date) |
| **EXAMPLE**: Accuracy – in research data | **EXAMPLE:** Repeated inaccuracy of data (insert details) involving typing errors when transferring raw data into reports. | **EXAMPLE:** To produce accurate data and to enable meaningful analysis. | **EXAMPLE:** Employee to double check own work before submission, Keeping records of research carried out to refer to. Supervisor to check data against records. | **EXAMPLE:** Further training in writing research papers and handling complex data. Time management training. | **EXAMPLE:** To be reviewed during next research project (insert date) | **EXAMPLE:** Training attended and applied effectively in day-to-day work (give specific examples). Accurate data produced for new research project enabling meaningful analysis (insert details). | **EXAMPLE:** Standard expected to be achieved within (insert date) |

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| This performance improvement plan has been agreed by: | Signed | Date |
| Supervisor: |  |  |
| Employee: |  |  |