**PERFORMANCE IMPROVEMENT PLAN (PIP)**

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| --- | --- |
| **Employee name** | **Managers name** |
| **Role title** | **Role title** |
| **School/Department** | **Date** |

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| --- | --- | --- | --- |
| **Performance issue/concern** | **Expected improvement actions/performance** | **Support & dependencies** | **Due date** |
| **Detail specific area where performance standards have not been met. Examples should be provided** | **Detail what actions need to be taken/outcomes need to be delivered to achieve the standard expected & timescales set** | **Detail what support will be provided & if any dependencies** |
| E.g., Time Management | Weekly/Daily |  |  |
| Next performance issue in need of addressing …… |  |  |  |
| Next performance issue in need of addressing…… |  |  |  |
| Next performance issue in need of addressing…… |  |  |  |
| Next performance issue in need of addressing…… |  |  |  |

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| **Managers Comments:** |
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| **Employee Comments** | | |
| The employee can record any comments/views in this section during the PIP at any meetings held. | | |
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| **Managers signature** |  | |
| The reason for the PIP has been explained & I have been issued with a copy of the performance improvement policy. | | |

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| **PIP PROGRESS – SUMMARY** |

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| **Perf.**  **Concern** | **Date of Review** | **Progress** | **Next Action Required** | **Due Date** |
| Detail the status of the progress made at the review meeting  i.e. [Satisfactory improvement, partial improvement] or  [ Insufficient/No improvement] |
| **1** |  | Choose an item.  Outcome: ………………….. |  |  |
| **2** |  | Outcome: ………………….. |  |  |
| **3** |  | Outcome: ………………….. |  |  |

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