**Performance Improvement Plan**

**Part 1 - General Information**

| Employee Name: |  |
| --- | --- |
| Employee Position: |  |
| Campus: |  |
| Date: |  |

**Part 2 - Feedback**

*To be completed prior to the meeting*

| **Underperformance Occurring & Required Outcomes and Areas for Improvement** |
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| **Areas of Concern***Identify and list performance and/or behavioural concerns that have affected the employee to carry out their roles and responsibilities effectively as set out in their employment contract/position description* |
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**Part 3 - Meeting Notes**

*Discuss facts relating to performance and/or behavioural concerns*

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**Part 4 - Agreed Performance Action Plan**

*To be completed at the meeting*

| **Improvement Goals** | **Action Plan by the employee in terms of improving performance** |
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| *Set realistic goals related to the areas of concern to be improved* | *Strategies to improve performance and the support that can be provided from the leadership team* | **Agreed start date** | **Agreed completion date** |
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Next review date (Agreed by both Manager and Employee) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 5 - Declaration**

[Name] - [Title]

*Comments*

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Signature Date

Employee -

I acknowledge the above performance feedback and understand the explanation of the improvements required in my daily practice in accordance with Company policies and procedures and my position description. The agreed action plan is realistic. I understand that in the case of failing to improve in accordance with the Performance Improvement Plan further action will be taken.

Comments

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Signature Date

*Copies of this document to be placed in employee file.*