**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** |
| *For each objective, set out what the issue is and what the issue is*  *Objective 1* | *What ‘good’ looks like - i.e. what the standard is* | *Include all support that was offered even if the support wasn’t accepted* | *How and when* | *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* |  |
| **Progress against Objective 1**  *Use this area to create a rolling record of progress. Date each entry; if possible get employee participation in this process.* |  |  |  |  |  |
| **Objective 2** |  |  |  |  |  |
| **Progress against**  **Objective 2** |  |  |  |  |  |
| **Objective 3** |  |  |  |  |  |
| **Progress against Objective 3** |  |  |  |  |  |
| **Possible Objective 4** |  |  |  |  |  |
| **Progress against Objective 4** |  |  |  |  |  |
| **Development Plan** |  |  |  |  |  |
| **Progress against**  **Development Plan** |  |  |  |  |  |