**Performance Improvement Plan**

Where possible the Plan should:

* Be brief, concise and to the point.
* Set specific and measurable performance targets and actionable goals that can be completed in the time limit you have set for the performance improvement plan. Include explicit quality and timeliness measures.
* Build in a process to keep informed of progress on the employee’s performance goals, and follow-up as agreed.
* Specify any required re-training or additional technical preparation that will be provided to help improve the employee's performance.
* State if written evidence has to be submitted by the employee and the deadlines.
* Include an interim performance evaluation mid-way the performance improvement period to assess progress.
* List the positive outcomes of successfully completing the performance improvement plan, and the negative consequences of failing to meet performance criteria.

**Employee Involvement**

* Managers should first draft and then ask the employee for suggestions and input to be included in the PIP.
* Allow space in the performance improvement plan for the employees comments. Encourage him or her to carefully think about the PIP and request the worker to date and sign, acknowledging that he or she has read and understands the requirements of the performance improvement plan.

**PERFORMANCE IMPROVEMENT PLAN**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manager Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Performance improvement period: From \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**Performance will be reviewed [fortnightly/weekly] commencing \_\_\_\_/\_\_\_\_/\_\_\_\_**

**Review will be documented in a Performance Improvement Review Report completed by the supervisor/manager. Final review will be conducted on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_**

|  |  |
| --- | --- |
| **Employee responsibilities** | **Manager/responsibilities** |
| Meet the performance expectations outlined in this document.  Report immediately to the PIP Manager any circumstances that may impact on the employee’s ability to meet the expectations. | Conduct [fortnightly/weekly] review meetings for duration of the plan.  Document progress in a Performance Review Report.  Provide honest, constructive, timely feedback and reasonable support on an ongoing basis.  Identify and provide any additional and reasonable resources, training and assistance the employee requires to achieve a satisfactory performance. |

**PERFORMANCE ISSUE/S BEING ADDRESSED**

This section should note the current performance issues that are to be addressed within the Performance Improvement Plan.

|  |
| --- |
|  |
|  |
|  |

|  |  |  |
| --- | --- | --- |
| **Performance Expectations**  **(What needs to be achieved)** | **Agreed Performance Indicators /**  **Required Outcomes / Timeframes**  **(How are the required outcomes going to be measured)** | **Strategies / Actions / Tasks**  **(How is this outcome going to be achieved)** |
|  |  |  |

**Agreed by:**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**Performance Improvement Review Report**

**The Performance Improvement Plan commenced on \_\_\_\_/\_\_\_\_/\_\_\_\_**

**The final review was conducted \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_**

Note: include whether the performance expectations were met or were below the required expectation. If the performance expectations were below the requirement then an explanation of why the performance expectations were below requirement should be included in the review comments.

|  |
| --- |
| **Managers Comments** |
|  |

|  |
| --- |
| **Employee Comments** |
|  |

**REVIEW OUTCOME**

Review met expectations □

Review did not meet expectations □

*Meets Expectations – Include in the employee’s confirmation letter the agreed actions in the instance that there is a reoccurrence of performance that is below expectation.*

*Below Expectations* – Formal action may be necessary and the case will be progressed utilising the formal Capability Policy.

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**