

PERFORMANCE IMPROVEMENT PLAN

Details	
Employee name	<employee name>
Employee position and level	<position title and level>
Manager name	<manager name>
Manager position	<manager position>
Date of plan	<date plan was made>
Period of plan	<insert start date> to <insert end date> Typically 6 – 8 weeks
Interim review date	<interim review date>
Final review date	<final review date>
Performance improvement objective: <Objective> <i>Describe the specific area in which the employee's performance needs to improve.</i> <i>eg. – Objective: Timely and accurate processing of customer orders</i>	
Required outcomes	<required outcomes> <i>Describe what the employee needs to do to improve their performance to the required standard. The required outcomes should be specific, measurable and realistic. In most cases, the required outcomes should be described as a measurement of quality, quantity or timeliness.</i>

Details	
	<p>eg.</p> <ul style="list-style-type: none"> • Process all customer orders within 48 hours of receipt. • Process at least 15 orders each day. • Complete order-related paperwork neatly and accurately.
Strategies	<p><strategies></p> <p>Describe how the employee is going to meet the required outcomes.</p> <p>eg.</p> <ul style="list-style-type: none"> • Your priority task at all times will be processing customer orders. • If you have any questions (eg. you're not sure how to complete a task, or if you're asked to complete a different task), you must immediately raise this with your manager.
Support	<p><supports></p> <p>Describe what support you're going to provide to the employee to meet the required outcomes.</p> <p>eg.</p> <ul style="list-style-type: none"> • Your manager will provide you with refresher training on the order software. • Your manager will meet with you each Monday to provide you with feedback on your progress against the required outcomes.
Responsibilities	<p><responsibilities of all relevant parties></p> <p>Describe the responsibilities of the employee, their manager and any other relevant parties.</p> <p>eg. Employee:</p>

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	<ul style="list-style-type: none"> to meet the required outcomes by the final review date. to participate in refresher training on the order software and weekly feedback meetings with your manager, as well as any other training or development activities that your manager considers appropriate. <p>Manager:</p> <ul style="list-style-type: none"> to provide you with on-the-job support. to provide you with refresher training on the order software. to conduct weekly feedback meetings.
Consequences	<p><consequences ></p> <p>Describe the consequences if the employee doesn't meet the required outcomes by the final review date.</p> <p>eg. If you fail to meet the required outcomes by the review date, without a reasonable excuse, you will be given a final written warning.</p>
<p>Performance improvement objective: <objective></p> <p>Repeat for additional objectives</p>	
Required outcomes	<required outcomes>
Strategies	<strategies>
Supports	<supports>
Responsibilities	<responsibilities of all relevant parties>
Consequences	<consequences>

Manager signature:

Employee signature:

Print name:

Print name:

Date:

Date:



Employee self-assessment

Employee to complete before the interim and final review meeting.

How do you think you have performed against each of your performance improvement objectives?

<Employee comments>

Other comments:

<Employee comments>

Employee signature:

Print name:

Date:



Manager assessment

Manager to complete before the interim and final review meeting.

How do you think the employee has performed against each of their performance improvement objectives?

<Manager comments>

Other comments:

<Manager comments>

Manager signature:

Employee signature:

Print name:

Print name:

Date:

Date: