**Performance Improvement Plan (PIP)**

*This is a template form only and can be changed as necessary to reflect the circumstances/needs of the individual case.*

During the period of the PIP the employee will be monitored to assess if appropriate improvement is being made. If the expected outcomes are not achieved/improvements attained more formal action may be initiated under the relevant procedure.

|  |  |
| --- | --- |
| Name of employee |  |
| Job title |  |
| Department |  |
| Date of Initial Meeting |  |
| Name(s) of other attendee(s) |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Duties & Improvement Required:** | **Expected Outcome/Measurement** | **Support & Dependencies** |
| **1** | *E.****g.*** *Collection and collation of data to allow contract and performance monitoring and data returns.*  ***Time Management****: better maintenance of contract spreadsheet.* | ***Weekly:*** *Contract Spreadsheet to be updated weekly by Friday.* | *No Dependencies Manager to review weekly* |
| **2** | *Next issue in need of addressing* |  |  |
| **3** | *Next issue in need of addressing* |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Review Date:** | **Met/Not Met/**  **Partially Met** | **Review Date:** | **Met/Not Met/**  **Partially Met** | **Review Date:** | **Met/Not Met/**  **Partially Met** |
| **1** | *Outcome:* |  | *Outcome:* |  | *Outcome:* |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |