**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** | Such as, collection and collation of data to allow accurate and timely reporting. | | **Monthly:** Data collection completed on time with 90 percent accuracy. | | Manager to review monthly. | |
| **2** | Such as, more timely maintenance of system spreadsheet. | | **Weekly:** System spreadsheet to be updated weekly by Friday. | | Manager to review weekly. | |
| **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** |  |  |  |  |  |  |