|  |  |  |
| --- | --- | --- |
| HR170 | **PERFORMANCE IMPROVEMENT PLAN** | **NAME OF COMPANY** |

**EMPLOYEE DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Staff Number |  |
| Job Title |  | Department |  |
| First Meeting Date |  | | |

**PERFORMANCE PROBLEM**

|  |
| --- |
| *Describe performance problem in specific terms.* |
|  |

**REASON/S FOR POOR PERFORMANCE**

|  |
| --- |
| *Indicate reason/s for poor performance – that is, lack of knowledge or skills, inappropriate behaviour, etc.* |
|  |

**ACTION TO BE TAKEN**

|  |
| --- |
| *Detail action to be taken by employee in order to improve – and give timeframe for improvement.* |
|  |
| *Detail action to be taken by line manager to assist employee to improve – and give timeframe for assistance.* |
|  |

**COMMENTS**

|  |
| --- |
| *Employee to comment on Performance Improvement Plan.* |
|  |
| *Line manager to comment on Performance Improvement Plan.* |
|  |

**REVIEW**

|  |  |
| --- | --- |
| Planned date for Performance Improvement Plan review session |  |

##### AUTHORITY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | PRINT NAME | SIGNATURE | CONTACT NUMBER | DATE |
| Employee |  |  |  |  |
| Line Manager/HOD |  |  |  |  |

**COMPLETING A PERFORMANCE IMPROVEMENT PLAN**

HR170

## When do I complete this form?

This form is completed by line management when an employee fails to maintain the standards of performance laid down in his/her employment contract and corrective action becomes necessary.



Effectively, a Performance Improvement Plan represents a contract between the line manager and employee. It requires commitment from both parties.

## Where do I send this form?

## The original of the form should be handed to

* the employee

and further copies should be sent to

* the line manager
* the Employee Relations Office in the Bremner Building and
* the employee’s personal file in the Bremner Registry.

#### When do I submit this form?

The formal step of completing a Performance Improvement Plan is normally preceded by informal action such as counselling, training or a verbal warning.

## What other forms do I need to complete?

No other forms.