

Performance Improvement Plan (PIP)

This documents a plan for required performance improvement when an employee's overall performance does not meet expectations on the Probation Review Form.

Employee Name:

Position:

Date:

School/Department:

Line Manager:

Staff ID:

Identify the specific area that requires improvement (cite examples)	State the nature of the performance improvement required. Explain how this will be measured (e.g. producing a report, other outputs, management observation or customer feedback, etc.)	Specify the agreed course of action and timeframe within which such improvement must occur	Any other support and resources available to assist the employee?	Review Outcome (to be completed on the next follow-up PIP review date)			
				Required performance improvement has been achieved (please tick)			
				Yes		No	
				Yes		No	
				Yes		No	
				Yes		No	

Completed forms (signed by both parties) should be returned to:

This Performance Improvement Plan will be reviewed on: _____

Please note if the required level of improvement is not achieved the probation will not be deemed to be satisfactory and the employee's contract of employment subsequently terminated.

Manager's Signature:	Date:
Employee's Signature:	Date:

Completed forms (signed by both parties) should be returned to: _