**Performance Improvement Plan**

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| **Employee Name:** |  | **Managers Name:** |  |
| **Meeting date:** |  | **Job title:** |  |

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| **Background information** |
| E.g. when the issues first became apparent, what support has been given so far, previous attempts at performance improvement etc. |

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| **Areas of concern** |
| * E.g. list areas of concern and why |

**Objectives (should be SMART – Specific, Measurable, Achievable, Realistic and Timed)**

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| --- | --- | --- | --- | --- |
| **Objective** | **Measure** | **Support required from manager** | **Evidence of completion** | **Completion date** |
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| **Review date:** |  |

I understand that if I do not complete the assigned objectives within the designated timeframe, the process will subsequently be managed through the disciplinary procedure. The above is accurate reflection of the conversation and I understand the areas in which I need to improve my performance.

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| **Employees signature:** |  | **Date:** |  |

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| **Managers signature:** |  | **Date:** |  |