



## Personal Improvement Plan

<b>Name</b>	<b>Ayaz Mohammed</b>
<b>Department</b>	<b>UX&amp;D</b>
<b>Job title</b>	<b>Junior Web Developer</b>
<b>Managers Name and Job Title</b>	<b>Oliver Fray - UX&amp;D Manager</b>
<b>Date of meeting</b>	<b>25/11/2020</b>
<b>PIP Start date</b>	<b>30/11/2020</b>
<b>PIP Review Date</b>	<b>Every week for 4 weeks as part of training session</b>
<b>PIP End Date</b>	<b>28/12/2020</b>

This Performance Improvement Plan (PIP) is designed to facilitate constructive discussions between an employee and their Manager when an individual's performance is not at the required standard. This document will clarify the particular aspects of your work performance that require improvement and the necessary standards and expectations to be achieved.

Your Manager will discuss your performance with you and set objectives. They will review your progress on a weekly basis, which maybe via telephone. Monthly face to face formal reviews will also take place.

- The above plan will stay in place for a period of **4 weeks**
- Should a significant and sustained improvement **not** be made during this time frame, further action may be initiated under the Company's Disciplinary/Capability procedure.
- If the expected outcomes/improvements **are** achieved, then this plan will stay in place for a period of up to 6 months after completion in order to ensure that the improvement is sustained. Should you fall below what is expected of you during this period, further action may be initiated under the Company's disciplinary/Capability procedure.

**Performance Objective(s):** Detail the overall improvement required by the ongoing Review Dates

Core target - Learn and use Java Script to a commercial level in order to meet the job specification of Junior Web Developer

As part of this PIP and working towards your core target, we need to see a consistent understanding of the basic structure and implementation of Java Script. This includes, but is not limited to understanding and displaying uses of Functions, Scope, Arrays, Loops, Objects, DOM, DOM Events & Listeners, Requests

As part of this PIP, we need to see a consistent understanding of all of the above and a basic understanding of utilising these concepts in different scenarios. Full details below.



<b>Expected Standard</b> (Describe what the expected standard of performance looks like and how manager and employee will recognise whether the objective has been met)	<b>Improvement Actions</b> (Detail the step by step actions the employee needs to take to meet the improvement objectives)	<b>Training and Support</b> (Detail the training and support required to meet the objectives - what, by whom and by when)	<b>Timescale</b> (To meet improvement actions)
<p>To be able to articulate the characteristics of and use cases for:</p> <ul style="list-style-type: none"> <li>• Functions</li> <li>• Scope</li> <li>• Arrays</li> <li>• Loops</li> <li>• Objects</li> <li>• DOM</li> <li>• DOM Events &amp; Listeners</li> <li>• Requests</li> </ul>	<p>You will need to:</p> <ul style="list-style-type: none"> <li>• Recap and articulate tasks you have completed since the last session;</li> <li>• Summarise what you learnt in the previous sessions</li> <li>• Use the Reflection/Development record to show what actions you took since the last session</li> <li>• Show and explain the tasks you were given and how you solved them</li> <li>• Read the core sections on MDN that you are sent in each session</li> </ul>	<p>1 hour session with UXD Manager each week. 1 hour of self-learning a week</p>	<p>4 Weeks</p>
<p>Show and write examples for:</p> <ul style="list-style-type: none"> <li>• Functions</li> <li>• Scope</li> <li>• Arrays</li> <li>• Loops</li> <li>• Objects</li> <li>• DOM</li> <li>• DOM Events &amp; Listeners</li> <li>• Requests</li> </ul> <p>And be able to use these tools in proposed tasks without the aid of support.</p>	<p>You will need to:</p> <ul style="list-style-type: none"> <li>• Write and show practical examples of what you learnt in the previous session.</li> <li>• Write and show practical examples of what you have self-learnt since the previous session;</li> <li>• Use the Reflection/Development record to show what actions you took since the last session.</li> </ul>	<p>1 hour session with UXD Manager each week. 1 hour of self-learning a week</p>	<p>4 Weeks</p>
<p>Demonstrate an ability to problem solve in the same key areas and offer solutions to problems using what has been learnt</p>	<p>You will need to:</p> <ul style="list-style-type: none"> <li>• Articulate and write examples for problems proposed in the sessions</li> </ul>	<p>1 hour session with UXD Manager each week. 1 hour of self-learning a week</p>	<p>4 Weeks</p>

Targets agreed:

Line Manager Signature .....Oliver Fray..... Date .....25/11/2020.....

Employee Signature .....Mohammed Ayaz..... Date .....25/11/2020.....