**INDIVIDUAL PERFORMANCE ACTION PLAN**

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| --- | --- | --- | --- |
| **Employee Name:** |  | **Employee Number:** |  |
| **Position/Contract:** |  | **Date:** |  |

**Reference:** [**COP103 Performance Appraisal Policy**](file:///N:\eLibrary\References\QHSE\2.0%20Controlled%20Documents\Corporate\COP103%20Performance%20Appraisal%20Policy.doc)

Your performance is under review in accordance with the Performance Appraisal Policy as you are not meeting the standard required for your position. You are, therefore, placed under this action plan for the next 3 months to enable you time to achieve the required standard. Your performance will be reviewed with you monthly and this will be documented.

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| --- | --- | --- | --- | --- |
| **Performance Objective** | **Action Plan**  **(what you need to do to meet the objective/s)** | **How to Identify Objective/s Being Met** | **Resources Required** | **Timeframe** |
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Line Manager: Employee:

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(Name)