Performance Improvement Plan

**Employee Name:**

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| **Target area** | **Performance concern** | **Expected standard of performance** | **Agreed improvement actions** | **Support** | **Review Date** | **Review notes** | **Date to achieve expected standard** |
| Detail specific area where performance standards have not been met | Detail specific dates and examples of where the standards have not been met | Detail what is expected of the employee in terms of their performance i.e. what does ‘good’ look like | Detail what actions need to be taken to meet expected standard of performance | Detail what has been agreed in terms of support required to achieve the expected standard of performance |  | Detail improvement made and any future review dates |  |
| **Assessment E.g.** | **Assessment E.g.** | **Assessment E.g.** | **Assessment E.g.** | **Assessment E.g.** | **Assessment E.g.** | **Assessment E.g.** | **Assessment E.g.** |
| Organisational l skills - difficulty organising workload daily. | Two deadlines missed (insert details) and complaint received from Department X who did not receive a response to an email sent twice on (insert dates). | To effectively manage workload daily, meet deadlines efficiently, prioritise tasks and respond to emails in a timely manner. | Operate daily ‘To Do’ check list and a diary. To respond to emails 2received within 3 working days. | Training in <> task lists and calendar. | To be reviewed in 4 weeks (insert date). | Training completed on (insert date), daily to do lists being written. | Standard expected to be achieved within 8 weeks (insert date) |
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|  |  |  |  |  |  | Responding to emails faster, but further improvement needed. Work shadowing will continue. Review in 2 weeks. |  |
|  |  | Measured by management observation of performance of tasks. |  | To work shadow colleague Y in prioritising her daily tasks. |  |  |  |
| **EXAMPLE:** | **EXAMPLE:** | **EXAMPLE:** | **EXAMPLE:** | **EXAMPLE:** | **EXAMPLE:** | **EXAMPLE:** | **EXAMPLE:** |
| Accuracy – in research data. | Repeated inaccuracy of research data (insert details) involving typing errors when transferring raw data into reports. | To produce accurate data and to enable meaningful analysis and for research publications. | Employee to double check own work before submission, keeping records of research carried out to refer to. | Further training in writing research papers and handling complex data. Time management training. | To be reviewed during next research project (insert date) | Training attended and applied effectively in day to day work (give specific examples). | Standard expected to be achieved within 6 months (insert date) |
|  |  |  | Supervisor to also check data against records. |  |  | Accurate data produced for new research project enabling meaningful analysis (insert details). |  |

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| **This action plan has been agreed by:** | **Signed** | **Date** |
| **Manager** |  |  |
| **Employee** |  |  |