**Employee name**

Performance Improvement Plan (Examples)

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

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