**Appendix C – Performance Improvement Plan (PIP) Template**

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| **PERSONAL DETAILS:** |
| Staff Name: |  | Job Title | Line Manager’s Name: |
|  Plan Start Date: | Plan End Date: *(When will the Overall review of the plan be undertaken*) |
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| **Aspect of Performance Under Review:***Enter a description of the nature of the underperformance* | **Objective:** List the agreed objectives linked to the aspect of performance that will be monitored. | **Performance Measure:**Agree the targets against which the employee will be measured.*How will you know when the expected standards of performance have been met?* | **Timescale:**Agree a reasonable timescale for improvement e.g. *review each week for four weeks* | **Progress:** Review how well the member of staff has performed against the agreed objective (completed, still in progress, not completed) and give reasons. |
|  | Enter improvement objective 1 | Detail SMART criteria for improvement objective 1 | Detail when progress against improvement objective 1 will be reviewed | Detail the specific reasons / consequences if the member of staff does not achieve improvement objective 1 |
|  | Enter improvement objective 2 | Detail SMART criteria for improvement objective 2 | Detail when progress against Improvement objective 2 will be reviewed | Detail the specific reasons / consequences if the member of staff does not achieve improvement objective 2 |
|  |  |  |  |  |
|  |  |  |  |  |
| **LEARNING & DEVELOPMENT PLAN:** Identify any appropriate learning or development that will assist the individual in improving their performance. |
| L&D Activity | Expected Effect / Outcome  | Timescale |
|  |  |  |
| Other Support identified to assist the individual in improving their performance |
|  |
| **COMMENTS BY MANAGER:** To be completed at the end of the review meeting on ……………………………….…… (date) | **COMMENTS BY EMPLOYEE:** To be completed at the end of the review meeting on ………………………………...…… (date) |
| Overall outcome if plan objectives are completed/not completedConsequences if PIP is not completed satisfactorily by the plan end date |  |
| Date | Signed  | Date | Signed |