

Performance Improvement Plan

Part 1 - General Information

Employee Name:				
Employee Position:				
Date:				
Part 2 - Feedback				
To be completed prior to the meeting				
Underperformance Occurring & Required Outcomes and Areas for Improvement				
	ance and/or behavioural concerns that have affected the employee to responsibilities effectively as set out in their employment tion			



Discuss facts relating to performance and/or behavioural concerns

Part 3 - Meeting Notes

Part 4 - Agreed Performance Action Plan

To be completed at the meeting

Improvement Goals	Action Plan by the employee in terms of improving pe	erformance	
Set realistic goals related to the areas of concern to be improved	Strategies to improve performance and the support that can be provided from the leadership team	Agreed start date	Agreed completio n date



Next review date (Agreed by both Manager and Emp	loyee)	_
Part 5 - Declaration		
[Name] - [Title]		
Comments		
Signature	Date	

Employee -

I acknowledge the above performance feedback and understand the explanation of the improvements required in my daily practice in accordance with Company policies and procedures and my position description. The agreed action plan is realistic. I understand that in the case of failing to improve in accordance with the Performance Improvement Plan further action will be taken.



Additional Comments:	
Signature	Date

Copies of this document to be placed in employee file.