|  |
| --- |
| **Performance Improvement Plan** |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  | Service: |  |
| Job title: |  | Line manager: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Performance Issues** | **Required Improvement in Performance** | **Support / Training to be Provided** | **Timescale for Stage 1 Improvement** | **Timescale for Improvement at Stage 2** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**It is recommended that a weekly meeting is undertaken during the review period to be recorded below. Each of the above issues should be discussed in relation to progress in terms of the required improvement in performance, support and training and any other comments.**

|  |
| --- |
| **Review of Week (*Insert week number and date of meeting with the employee)*** |
| (Summarise what has occurred in that week in relation to the Performance Improvement Plan)  Line Manager’s Signature: Employee’s Signature: |

|  |
| --- |
| **Review of week (*Insert week number and date of meeting with the employee)*** |
| (Summarise what has occurred in that week in relation to the Performance Improvement Plan)  Line Manager’s Signature: Employee’s Signature: |

**Add the additional weeks of the review period on a separate sheet of paper (copy this page as the template).**

|  |
| --- |
| **Signed by Line Manger and employee that they agree the Performance Improvement Plan - to be completed on agreement of the plan at the beginning of the review period at Stage 1** |

Signed (line manager): Date:

Signed (employee): Date:

|  |
| --- |
| **Outcome of Stage 1 - to be completed at the end of the review period at Stage 1** |

Tick one of the 2 boxes below

|  |  |  |
| --- | --- | --- |
| The review period has been successful and normal monitoring will resume. |  |  |

|  |  |  |
| --- | --- | --- |
| Significant improvement in standard of work performance has not been achieved within the set timescale and the matter is progressed to Stage 2. |  |  |
|  |

Signed (line manager): Date: Signed (employee): Date:

|  |
| --- |
| **To be completed at the end of the Performance Review Meeting (where the employee is being managed at Stage 2)** |

Tick one of the 3 boxes below

|  |  |  |
| --- | --- | --- |
| Extend review period - where the employee has made a genuine attempt to reach the required standard following Stage 1. In this case, the Performance Improvement Plan will continue to be used. |  |  |
|  |

|  |  |  |
| --- | --- | --- |
| Proceed to a Capability Hearing - where a genuine attempt has been made to reach the required standard but despite additional training and support at Stage 1 it is apparent that the employee has failed to meet or maintain the required standard. |  |  |
|  |

|  |  |  |
| --- | --- | --- |
| Commence an investigation under Managing Discipline Policy/Procedure - where there is a reasonable belief that the poor performance is a conduct/attitude issue. |  |  |
|  |

Signed (line manager): Date: Signed (employee): Date:

|  |
| --- |
| **Outcome of stage 2 - to be completed at the end of the review period agreed at the Performance Review and Further Opportunity to Improve Meeting (where the employee is being managed at Stage 2)**  Tick one of the 2 boxes below |

|  |  |  |
| --- | --- | --- |
| The extended review period has been successful and normal monitoring will resume. |  |  |
|  |

|  |  |  |
| --- | --- | --- |
| The extended review period has not been successful - proceed to a Capability Hearing. |  |  |
|  |

Signed (line manager): Date: Signed (employee): Date:

Tips for completing the Performance Improvement plan and undertaking the weekly reviews:

* Ensure each issue and the required improvement is easily understood, measureable and as tangible as possible.
* If possible, break the overall target into interim realistic targets for each week within the plan, eg if an employee is currently managing approximately 60% of a task, perhaps ask them to achieve an improvement of 10% more each week until they could be expected to be up to the full 100%.
* Try to keep the list of performance issues to a minimum to make the plan meaningful and realistic, ie don’t go beyond 4.
* Show, for each area of required improvement, what is being done to support the individual eg, training, mentoring, re-brief etc.
* Update the plan at the end of each of the weekly review meetings, with comments and book an appointment with the employee for the next weekly review.
* Save a dated and updated version for each meeting and print a copy for the employee – this also enables the employee to refer to it each week between meetings if needed.
* Both parties should sign the plan each week to confirm that both agree and understand the expectations.

Copy to : HR Service Centre (Personal File)