

# Performance Improvement Plan

Employee's name:

Manager's name:

PERFORMANCE CONCERNS	EXPECTED STANDARD OF PERFORMANCE	AGREED IMPROVEMENT ACTIONS	REQUESTED SUPPORT	DATE TO ACHIEVE EXPECTED STANDARD BY
Detail specific examples and dates of where standards have not been met	Detail what is expected of the employee – i.e. what does 'good' look like	Detail the action to be taken to reach the expected standard of performance	Detail what has been agreed in terms of support needed to help reach the expected standard of performance	Include any milestone dates (if any) before the PIP review date