

## Performance Improvement Plan (PIP)

*This is a template form only and can be changed as necessary to reflect the circumstances/needs of the individual case.*

During the period of the PIP, the employee will be monitored to assess if appropriate improvement is being made. If the expected outcomes are not achieved/improvements attained, more formal action may be initiated under the relevant procedure.

Name of employee						
Job title						
Department						
Date of initial meeting						
Name(s) of other attendee(s)						
	<b>Duties &amp; Improvement Required:</b>	<b>Expected Outcome/Measurement</b>		<b>Support &amp; Dependencies</b>		
1	Such as, collection and collation of data to allow accurate and timely reporting.	Monthly: Data collection completed on time with 90 percent accuracy.		Manager to review monthly.		
2	Such as, more timely maintenance of system spreadsheet.	Weekly: System spreadsheet to be updated weekly by Friday.		Manager to review weekly.		
3	Next issue in need of addressing.					
	<b>Review Date:</b>	<b>Met/Not Met/ Partially Met</b>	<b>Review Date:</b>	<b>Met/Not Met/ Partially Met</b>	<b>Review Date:</b>	<b>Met/Not Met/ Partially Met</b>
1	Outcome:		Outcome:		Outcome:	
2						
3						

# Sample Performance Improvement Plan Guidelines

**M Woodhall**



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