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.

| Nam | e of employe | • | | | | |
|-----------|---|-------------------------------|---|-------------------------------|----------------------------|-------------------------------|
| job title | | | | | | |
| Depe | irtment | | | | | |
| Dute | of initial mee | iting | | | | |
| Nam | e(s) of other | attendee(s) | | | | |
| | Duties & Improvement Required: | | Expected Outcome/Measurement | | Support & Dependencies | |
| 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. | | | | | |
| | Review Date: | Met/Not Met/ Partially Met | Review Date: | Met/Not Met/ Partially Met | Review Date: | Met/Not Met/ Partially Met |
| 1 | Outcome: | | Outcome | | Outcome: | |
| 2 | | | | | | |
| 3 | | | | | | |

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