

PERFORMANCE IMPROVEMENT PLANNING

EMPLOYEE NAME:	CURRENT POSITION:		
APPRAISING MANAGER:	Position	REVIEW PERIOD:	REVIEW DATE:

SUMMARY

EXPECTED RESULTS: (list measurements where possible)

The purpose of this template is a guide for employers. It is recommended that employers use their judgement and tailors the template to their specific requirements.

Support provided from Manager

Agreed actions from Employee

The purpose of this template is a guide for employers. It is recommended that employers use their judgement and tailors the template to their specific requirements.

Summary

The purpose of this Performance Improvement Plan is to improve performance standards in the areas described in page one.

In the event that satisfactory performance is not achieved during the designated timeframe, the Performance Improvement Plan may be extended for a specified period, or if the stated performance issues continue at a level that does not meet requirements, more formal disciplinary actions may follow.

Signed:

Signed:

Date:

Date: