

Performance Improvement Plan (Examples)

Target area <i>Detail specific area where performance standards have not been met</i>	Performance concern <i>Detail specific dates and examples of where the standards have not been met</i>	Expected standard of performance <i>Detail what is expected of the employee in terms of their performance i.e. what does 'good' look like</i>	Agreed improvement actions <i>Detail what actions need to be taken to meet expected standard of performance</i>	Support <i>Detail what has been agreed in terms of support required to achieve the expected standard of performance</i>	Review Date	Review notes <i>Detail improvement made and any future review dates</i>	Date to achieve expected standard
EXAMPLE: Organisationa l skills - difficulty organising workload on a daily basis.	EXAMPLE: Two deadlines missed (insert details) and complaint received from Department X who did not receive a response to an email sent twice on (insert dates).	EXAMPLE: To effectively manage workload on a daily basis, meet deadlines efficiently, prioritise tasks and respond to emails in a timely manner. Measured by management observation of performance of tasks.	EXAMPLE: Operate daily 'To Do' check list and a diary. To respond to emails received within 3 working days.	EXAMPLE: Training in Outlook task lists and calendar. To work shadow colleague Y in prioritising her daily tasks.	EXAMPLE: To be reviewed in 4 weeks (insert date).	EXAMPLE: Outlook training completed on (insert date), daily to do lists being written. Responding to emails faster, but further improvement needed. Work shadowing will continue. Review in 2 weeks.	EXAMPLE: Standard expected to be achieved within 8 weeks (insert date)
EXAMPLE: Accuracy – in research data.	EXAMPLE: Repeated inaccuracy of research data (insert details) involving typing errors when transferring raw data into reports.	EXAMPLE: To produce accurate data and to enable meaningful analysis and for research publications.	EXAMPLE: Employee to double check own work before submission, Keeping records of research carried out to refer to. Supervisor to also check data against records.	EXAMPLE: Further training in writing research papers and handling complex data. Time management training.	EXAMPLE: To be reviewed during next research project (insert date)	EXAMPLE: Training attended and applied effectively in day to day work (give specific examples). Accurate data produced for new research project enabling meaningful analysis (insert details).	EXAMPLE: Standard expected to be achieved within 6 months (insert date)

This action plan has been agreed by:	Signed	Date
Manager		
Employee		