

Performance Improvement Plan for: <Name>

Description of the underperformance:	<Enter a description of the nature of the underperformance.>
Aim of the Performance Improvement Plan:	<Enter the overall aim of the Performance Improvement Plan.>
Plan Start Date:	<Enter the date the Performance Improvement Plan commences.>
Plan End Date:	<Enter the date the Performance Improvement Plan finishes.>

Improvement Objectives <i>What, specifically must the individual do to improve their performance to meet expected standards?</i>	Success Criteria <i>How will you know when the expected standards of performance have been met?</i>	Additional Support Required <i>What additional development or support does the individual require in order that they are able to achieve the expected standards?</i>	Review Schedule <i>When will progress against the improvement objective be reviewed? How will evidence of progress be collected? Who will review progress?</i>	Objective Outcome <i>When will the final review of the plan be undertaken and by whom? What is the final outcome? What action will be taken if expected standards are not met?</i>
<Enter improvement objective 1>	<Detail success criteria for improvement objective 1>	<Detail the additional support required to succeed in achieving improvement objective 1>	<Detail when progress against improvement objective 1 will be reviewed, how and by whom.>	<Detail the specific consequences if the individual does not achieve improvement objective 1>
<Enter improvement objective 2>	<Detail success criteria for improvement objective 2>	<Detail the additional support required to succeed in achieving improvement objective 2>	<Detail when progress against improvement objective 2 will be reviewed, how and by whom.>	<Detail the specific consequences if the individual does not achieve improvement objective 2>
<...>	<...>	<...>	<...>	<...>

Line Manager:

Date:

Overall outcome if plan objectives are achieved / not achieved:
<Enter overall outcome / consequences if the Performance Improvement Plan is / is not completed satisfactorily by the plan end date.>