## Performance Improvement Plan Template

Employee name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commencement date: \_\_\_\_\_\_\_\_\_\_\_\_

Meeting Classification:  Feedback Session

Formal Warning

Final Warning

**Preparation**

* Ensure a comfortable, confidential environment.
* Allocate plenty of time.
* Ensure privacy, no interruptions.
* Ensure each part of the form is completed.

**Open the Discussion**

* Establish the purpose and importance of the discussion.
* State why you have arranged the meeting.
* Ask if they have any questions about the process.

**Clarify Phase**

* What are the performance/behaviour issues and concerns? Clarify the behaviour/performance issue by providing examples *(document issues)*.
* Articulate that coaching and problem solving don’t appear to have corrected the situation.
* Explain the impact of the performance/behaviour issues *(document impact)*.
* Restate the required performance standards *(document required standards)*.
* Give the employee the opportunity to respond and actively listen to their response *(document response)*.

**Action Phase**

* Discuss corrective actions required.
* State ideas that can help the employee overcome their performance/behaviour issues.
* Ask the employee for their ideas and suggestions on how to overcome performance/behaviour issues.
* Document corrective actions to be undertaken.

**Agree Phase**

* Set a date for progress to be reviewed *(document date)*.
* Explain the consequences if the performance/behaviour issues continue (eg. more formal steps may need to be taken which may include termination of employment).
* Obtain agreement from the employee that they will commit to the Performance Improvement Plan by signing the plan.

**Signatures**

I, *(insert name)* accept the conditions detailed in this letter and understand the consequences of not meeting the performance standards required of me.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Employee

Date: \_\_\_\_\_\_\_\_\_