**Performance Improvement Plan**

As part of the everyday work relationship managers must continually monitor the performance of the employees for whom they are responsible. They must hold regular meetings with individual employees to discuss their achievements, progress, issues and development opportunities.

Informal meetings held to discuss the employee’s poor performance must always be conducted in a constructive and positive atmosphere with the objective of encouraging and helping the individual to improve to the required standard. During discussions regarding poor performance it is important that the manager:

* Advise the employee that the meeting is being held under the informal stage of the Managing Employee Performance and Capability Procedure
* Explain to the employee the ways in which they are falling short of standards and why it is unacceptable
* Ask for the employee’s explanation and listen carefully and openly to what they have to say
* Is clear about what is required from the employee and guides them to make a plan to meet the requirements

A reasonable time frame for reviewing performance is 4 weeks from the date of the informal meeting although the manager may need to take account of factors such as part time hours, annual leave etc. The manager must ensure that the employee has been given a reasonable opportunity to improve their performance including training, development and any other support that may be needed.

If the employee’s performance fails to improve within the timescale agreed and/or other problems with their performance comes to light it may be necessary to proceed to the formal stage of the Managing Employee Performance and Capability Procedure.

The manager must keep written notes of the details of the discussion about the employee’s poor performance for future reference and forward a copy to the employee. The following template should be used to record detail and updated for each review.

**Performance Improvement Plan**

**Employee Name:**  **Job** **Title:**

**Manager Name:** **Date:**

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| **Areas for improvement**  **(Objectives)** | **Activities needed to achieve objectives** | **Any support/resources needed to achieve objectives** | **Target date** | **Evidence required to demonstrate objectives have been met** |
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