# Performance Improvement Plan

Employee name: Name Position: Position

Manager / Team Leader name: Name This plan will be in place from: DATE to DATE

**Review Period: Week 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Performance issue** | **Expectation** | **Support and training** | **Assessment** | **Review** | **Date** |
| **Objective 1***Based upon key responsibilities in Position Description* |  |  |  |  |  |
| **Progress against Objective 1***Use this area to create a rolling record of progress. Date each entry* |  |  |  |  | . |
| **Objective 2** |  |  |  |  |  |
| **Progress against** **Objective 2** |  |  |  |  |  |
| **Objective 3**  |  |  |  |  |  |
| **Progress against Objective 3** |  |  |  |  |  |
| **Objective 4** |  |  |  |  |  |
| **Progress against Objective 4** |  |  |  |  |  |
| **Objective 5** |  |  |  |  |  |
| **Progress against Objective 5** |  |  |  |  |  |

Weekly reviews will take place over the performance improvement plan process and will be scheduled in your diary.