Performance Improvement Plan

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| --- | --- | --- | --- |
| Employee name |  | Manager name |  |
| Job title |  | Start date |  |
| Department |  | Agreed end date |  |

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| Role expectations  *What is the acceptable performance expected of the employee in this role?* |
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| Areas of concern  *In what areas of performance has the employee not met expectations, and what are the root causes of the issues?* |
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| Improvement goals  *Define concrete goals that address the areas of concern and agree on milestones to meet the goals.* | |
| Goal and description | Milestone |
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| Action plan  *Outline activities that are going to help achieve the improvement goals.* | | | |
| Goal | Activity description | Start date | Deadline |
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| Resources  *What are the resources available to complete the activities outlined in the action plan?* | |
| Resource | Description |
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| Progress tracking  *How is the employee doing in achieving their improvement goals?* | | |
| Goal | Status and comments | Date of check |
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| Signatures | | | |
| Employee |  | Manager |  |

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