

## PERFORMANCE IMPROVEMENT PLAN

The purpose of this plan is to identify and record areas where the employee's performance has not met the required standard and to help and support them in reaching this standard within a reasonable timescale.

Employee's Name:	Date of meeting:	
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<b>Performance Area</b> Where performance has not met the required standard
<b>Performance Concern</b> Describe specific issues and give examples
<b>Support</b> Describe the support agreed to help the employee meet the required standard
<b>Agreed Actions</b> Detail the specific actions / tasks agreed
<b>Date Set For Review</b>

**This personal improvement plan has been agreed by:**

Employee's signature: \_\_\_\_\_

Manager's signature: \_\_\_\_\_

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