

PERFORMANCE IMPROVEMENT PLAN

PARTICIPANTS

Employee Name: _____ Position: _____

Employee Office/Branch: _____

Manager/ Supervisor Name: _____ Position: _____

Senior Manager Name: _____ Position: _____

REVIEW PERIOD

Review will be documented in a Performance Improvement Review Report completed by the supervisor/manager

Performance improvement period: From _____ to _____

Performance will be reviewed weekly commencing: _____

Final review will be conducted on: _____

RESPONSIBILITIES

Employee Responsibilities	Manager/Supervisor Responsibilities	Senior Manager Responsibilities
<ul style="list-style-type: none"> • Meet the performance expectations outlined in this document • Report immediately to Manager/Supervisor any circumstances that may impact the ability to meet the expectations. 	<ul style="list-style-type: none"> • Conduct weekly review meetings for the duration of the plan • Document progress in a Performance Review Report • Provide honest, constructive, timely feedback and reasonable support on an ongoing basis • Identify and provide any additional and reasonable resources, training and assistance the employee requires to achieve a satisfactory performance. 	<ul style="list-style-type: none"> • Ensure that the process identified in this document is adhered to: <ul style="list-style-type: none"> - That the decision maker is free from bias, objective and has no personal interest in the matter being decided - That the employee is advised of the allegations and has the opportunity to present their case before a decision is made.

PERFORMANCE ISSUES BEING ADDRESSED:

PERFORMANCE EXPECTATIONS AND ASSESSMENT

This section should clearly outline the performance expectations that need to be achieved (Vision and Core Values should be used as a minimum performance standard to follow). The strategies, actions, or tasks to achieve the performance expectations should be realistic, clear, and measureable. The agreed performance indicators, outcomes and/or timeframes should be achievable and monitored during each review meeting.

Performance Expectations (What needs to be achieved)	Agree Performance Indicators/Required Outcomes/Timeframes (How are the required outcomes going to be measured)	Strategies / Actions / Tasks (How is this outcome going to be achieved)

SIGNATURES

Employee Printed Name

Manager/Supervisor Printed Name

Employee Signature / Date

Manager/Supervisor Signature / Date

PERFORMANCE IMPROVEMENT REVIEW REPORT

REVIEW

- The Performance Improvement Program commenced on: _____
- The final review was conducted on: _____

REVIEW OUTCOME

Include whether the performance expectations were met or were below the required expectation. If the performance expectations were below the requirement, then an explanation why the performance expectations were below requirement(s) should be included in the review comments.

Performance Expectations (What needs to be achieved)	Agree Performance Indicators/Required Outcomes/Timeframes (How are the required outcomes measured)	Review Comments Meets Expectations / Below Expectations

Employee Comments:

REVIEW OUTCOME

Review met expectations _____ Review did not meet expectations _____

Meets Expectations: Include in the employee's Performance Appraisal the agreed actions in the instance that there is a reoccurrence of performance that is below expectation.

Below Expectations: Failure to meet performance expectations without a satisfactory reason may result in further discipline up to and including termination.

SIGNATURES

Employee Printed Name

Employee Signature / Date

Manager/Supervisor Printed Name

Manager/Supervisor Signature / Date