



Performance Improvement Plan [template]

Employee:		
Manager:	Job:	Date PIP started:

Actions to be taken to improve performance	Level of competence to be demonstrated	Time frame for improvement	Evidence/documentation of improvement	Improvement achieved Y/N
1.				
2.				
3.				

4.				

5.				

To be signed at commencement of period of performance management.

Line Manager's signature:	Dates for review:
Employee's signature:	Date:

Line Manager's comments at conclusion of review period:

Date: