**Performance Improvement Plan**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of PIP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Specific Goal** | **Measured by** | **Assistance Required? Realistic?** | **Timeframe** | **Review Notes**  **Date:** |
| *Example*  *Consistent contribution to the team.*   * *Listen to colleagues and superiors and respond in a calm and pleasant tone.* * *Undertake allocated duties without complaint.* * *Respond constructively to feedback, taking time to reflect if required.* | *No observations or reports of*   * *“Barking” responses or commands.* * *Failing to undertake duties as requested.* * *Ignoring or disregarding colleagues.* * *Complaining about the duties that have been allocated.* | *Do not make assumptions about the behaviour of others, if in doubt ask or seek support.*  *Don’t respond immediately if upset by feedback. Take time out to reflect and discuss again the following day if required.* | *Immediate.*  *Review in three months unless unacceptable performance observed or reported which will trigger immediate review.* |  |
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