**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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