

Performance Improvement Plan

During the period of Performance Improvement Plan, the employee will be monitored to assess if appropriate improvement are being made. If the expected outcomes are not achieved/improvements attained, more formal action may be initiated under the relevant procedure.

Name of employee								
Job Title								
Department								
Date of Initial Meeting								
Name(s) of Other Attendee(s)								
Duties and Improvement Required			Expected Outcome/Measurement			Support & Dependencies		
1. Such as, collection and collation of data to allow accurate and timely reporting			1. Monthly: Data collection completed on time with 90% accuracy			Manager to review monthly		
2. Such as, more timely maintenance of system spreadsheet			2. Weekly: System spreadsheet to be updated weekly by Friday			Manager to review monthly		
3. Next issue in need of addressing								
	Review Date	Met/Not Met/ Partially Met		Review Date	Met/Not Met/ Partially Met		Review Date	Met/Not Met/ Partially Met
	<i>Outcome</i>			<i>Outcome</i>			<i>Outcome</i>	
1			1			1		
2			2			2		
3			3			3		