

Identify the specific area that requires improvement (cite examples)	State the nature of the performance improvement required. Explain how this will be measured (e.g. producing a report, other outputs, management observation or customer feedback, etc.)	Specify the agreed course of action and timeframe within which such improvement must occur	Any other support and resources available to assist the employee?	Review Outcome (to be completed on the next follow-up PIP review date) Required performance improvement has been achieved (please tick)			
EXAMPLE : Time Keeping: Has been late consistently in the last couple of months ... (specify dates)	EXAMPLE: It is expected that she improves her time keeping and avoid instances of lateness in the future... Line Manager Y's time keeping record.	EXAMPLE: It has been agreed that Ms. X takes an earlier bus which would enable her to arrive to work on time. Line Manager Y to review instances of lateness in 4 weeks.	EXAMPLE: Ms X to do a Time Management Course and has agreed to contact Staff Development to register.	Yes		No	

This Performance Improvement Plan will be reviewed on 15th June 2009

Please note if the required level of improvement is not achieved the probation will not be deemed to be satisfactory and the employee's contract of employment subsequently terminated.

Manager's Signature:	Mr. Y	Date:	15 th May 2009
Employee's Signature:	Ms	Date:	15 May 2009

Completed form (signed by both parties) should be returned to: Human Resources – Recruitment, House 4, College.