# Performance management is about assisting employees to reach their potential and contribute to the overall goals and success of the University. A Performance Improvement Plan (PIP) is drawn up by the Line Manager for various reasons, working towards a common goal in a cohesive, structured manner with staff being clear about what is expected of them in their roles and how that relates to the overall strategic direction of the University is critical.

A review of performance should be:

* Objective
* Fair
* Transparent and open
* Related to actual work

Performance reviews should:

* Acknowledge the work and achievements of the employee
* Allow for good open communication
* Provide feedback to the employee
* Motivate the employee
* Look at areas in need of improvement in the employee’s work, if necessary (provide examples)
* Help employees reach their potential.

To assist a staff member whose performance does not meet the expected standard, a Performance Improvement Plan (PIP) should be drawn up by the Line Manager, setting out clearly the tasks and responsibilities in which performance improvement is required over a specified time period, by providing examples. Employees should be reasonably supported and monitored over the stated review period, to enable them to meet the required standard. Continued failure to perform to the expected standard may lead to the matters of concern being addressed on a more formal basis through the disciplinary procedure.

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| --- | --- | --- | --- | --- | --- |
| *Employee Name:* |  | Position: |  | PIP Start Date: |  |
| *School/Department:* |  | Line Manager: |  | Staff ID: |  |

| **State the performance in need of improvement; be specific and give examples.** | **Specify the measurements that will be considered in evaluating performance improvement.** | **State the course of action and timeframe within which such improvement must occur** | **Set out any other supports available to assist the employee** (e.g.) training, mentoring etc | **Review Outcome** (to be completed on the next follow-up PIP review date)  **Required performance improvement has been achieved** (please tick) | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | Yes |  | No |  |
|  |  |  |  | Yes |  | No |  |
|  |  |  |  | Yes |  | No |  |
|  |  |  |  | Yes |  | No |  |

This Performance Improvement Plan will be reviewed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Managers Comments: (optional)** | **Employees Comments: (optional)** |
|  |  |

Completed plans should be held on file locally and a copy given to the employee.

Please note if the required level of improvement is not achieved the matter may be dealt with under Disciplinary Procedures.