

# Performance improvement plan



## Details

Employee name

Contract/department

Manager/supervisor name

Date

Position

## Plan

**Improvement issue**

*(Example: following instructions, mobile phone usage, teamwork)*

**Development goal/ expected performance or conduct standard**

**Planned actions – actions identified to assist the employee in meeting the goals**

*(Ensure action items are specific, measurable, achievable, realistic and timely)*

**Person responsible**

**Timing/due for review**

**Manager follow-up actions**

**Timing/due for review**

**Additional Comments:**

**To be signed on completion of the performance improvement plan**

I [EMPLOYEE NAME], understand and hereby commit to the performance improvement plan agreed to.

**Employee's signature**

**Manager's signature**

**HR representative's signature**

**Date**

**Date**

**Date**

**To be signed on establishment of the performance improvement plan**

I [EMPLOYEE NAME], understand and hereby commit to the performance improvement plan agreed to.

**Employee's signature**

**Manager's signature**

**HR representative's signature**

**Date**

**Date**

**Date**