Performance improvement plan



Employee name Manager/supervisor name		Contr	Contract/department			
		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:

Details

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.						
I [LIVIP LOTEL 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				

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