**Performance Improvement Plan**

**Targets table and record of achievement**

Provided as a supportive measure, to ensure clarity, understanding and a way to stay ‘on track’; specific only to improvement areas and *not* exhaustive covering normal ongoing expectations of whole role.

Name:

Team/Dept:

Line Manager name:

Meeting date when this was discussed:

Start date of improvement plan:

Review date for personal improvement plan:

| **Area for Improvement**  Areas to develop – link to role profile/JD; cite notes of meeting in which performance gaps discussed) | **TARGET**  SMART objective – “what needs to be done”. List the steps that each area will take | **SUPPORT**  Record of support required and provided.  To include training and advice. | **MEASURE/TIMING**  How development/ achievement will be measured, and when (timescale/deadline for outcomes to be demonstrated) | **OUTPUT**  Review (by who, and outcome – examples of achievement or failure to achieve). Manager/supervisor to initial and date any review comments, ask employee to do the same for any review, and provide updated copy of this document to employee. |
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