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| Formal Performance Improvement Plan (PIP) | | | |
| **Section 1 Employee’s Details:** | | | |
| Employee Name: |  | Employee Number: |  |
| Job Title: |  | School/Professional Services Group: |  |
| Grade: |  |  |  |
| Manager’s Name: |  | Manager’s Job Title: |  |
| **Section 2: Stage of Managing Capability Procedure:** | | | |
| PIP Start Date (dd/mm/yyyy): |  | | |
| PIP Review Meeting Date(s) (dd/mm/yyyy): | Meeting 1:       Meeting 2:       Meeting 3:       Meeting 4: | | |
| PIP End Date (dd/mm/yyyy): |  | | |
| **Performance Objective(s):** Detail the **overall** improvement required by the PIP Formal Review Date: | | | |

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| **Expected Standard**  Describe what ‘satisfactory’ performance looks like / how manager and employee will recognise the objective has been met | Improvement Actions Detail the step-by-step actions (the milestones) the employee needs to take to meet the performance objective(s), and timescales for improvement | **Training and Support**  Detail the training and support required to meet the objective(s) – what, by whom and when | |
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| **Name** | **Signature** | | Date (dd/mm/yyyy) |
| Manager: |  | |  |
| Employee: |  | |  |