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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:  |       |       |