**Tool 1. Performance Improvement Plan (PIP) template**

The following development needs have been discussed and agreed to be undertaken on \_\_\_/\_\_\_/\_\_\_\_

**Employee’s name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Beginning of review period:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Review period duration:** 12 weeks term-time / 4 weeks term-time or \_\_\_\_\_\_\_\_\_\_ (circle)

**Date of end of review period:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Areas for development**  *Identify areas needing improvement and group into general categories* | **Specific concerns**  *List examples for each area of development*  *Detail specific dates and examples of where the standards or competencies have not been met* | **Desired outcome**  *What needs to change?*  *What outcomes are necessary?* | **Agreed improvement actions and supports**  *These are activities that will assist in development e.g., attending professional development, undertaking on-the-job training, receiving coaching from someone with the required skill* | **Date/timeframe to meet expected standard** | **Review date/s**  *(during formal support period)* | **Review comments**  *Detail any improvement made and expected and any future/negotiated review dates* |
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