

Performance Development Plan

Employee Information

Employee Name:

Position:

Department:

Manager:

Target Area (Outline the behavioral and performance issues, providing detailed examples of specific instances where the standards were not upheld.)

Expected Standard (Outline what is expected of the employee with regards to performance and behaviour)

Improvement Actions (Detail what actions need to be taken in order to meet a required level of performance)

Training and Support (agree upon what training and support the employee may need to improve their performance)

Check-in and reviews (schedule periodic meetings to track performance and discuss potential barriers)

Final Review (in specific detail, log any improvements made in the target area. Document any instances of unacceptable or exemplary behaviour, be as detailed as possible. Record quantifiably if the incident is recurring.. Substantiate your evidence by attaching any physical documentation.)

Acknowledgment (an acknowledgement from the employee, recognising that they are being placed on a PIP. The employee acknowledges that failure to meet and sustain the required level may result in further disciplinary action.)

Employee's Signature:

Date:

Manager's Signature:

Date: