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**Performance Improvement Plan**

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| --- | --- |
| **Employee name** |  |
| **Job title** |  |
| **Department** |  |
| **Manger name** |  |
| **Start date** |  |
| **Agreed end date** |  |

**Role expectations**

What level of performance is expected of the employee in this role?

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**Areas of concern**

In which performance areas has the employee not met expectations, and what are the underlying causes of these issues?

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**Improvement goals**

Define concrete goals that address the identified areas of concern and agree on milestones to achieve these goals.

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| ***Goal #*** | ***Goal description*** | ***Milestone*** |
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**Action plan**

Outline activities that will help achieve the improvement goals.

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| ***Goal #*** | ***Activity description*** | ***Start date*** | ***Deadline*** |
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**Resources**

Identify the resources available to support the activities outlined in the action plan.

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| ***Resource*** | ***Description*** |
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**Progress tracking**

How is the employee doing in progressing toward their improvement goals?

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| ***Goal #*** | ***Status*** | ***Comments*** | ***Date of check*** |
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**Signatures**

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| ***Employee*** | ***Manager*** |
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