

# Performance Improvement Plan

Staff Member

Team Manager

Date

## Overview

Summary of capability concerns/ performance shortfall

Support provided to date

Supervisors comments

Purpose/ intent of this Performance Improvement Plan

Initial Performance Agreement

Actions(s) to improve performance/ capability	How will this be measured?	Support to be provided

Agreed term of PIP		Agreed date for next review	
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Staff Member Sign		Manager Sign		Date	
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Ongoing Performance Assessment



Progress against actions set	Support Provided	Further actions(s) to improve performance		
Agreed date for next review				
Staff Member Sign		Manager Sign		Date



Note: Manager – Add copies of this page as required.

## Summary

Have the objectives set been achieved?

How will the agent sustain performance?

Supervisors Comments/ Next Steps

Signed Agent

Signed Manager

Date



