## Performance Improvement Plan (PIP)

When an employee is underperforming, HR will work with the line manager and employee to address the performance concern. If necessary, managers should use the template below to record agreed actions, targets and timelines for improvement. This will be used at subsequent review meetings to track progress and discuss any on-going actions required.

Once their performance has returned to the expected standard, the PIP will be completed and signed off by manager, employee and HR.

**!** If there is no significant improvement in performance, meaning the PIP cannot be completed, this will be managed under the disciplinary procedure. Please contact your HR Partner for advice.

#### Performance Improvement Plan Template

| **No** | **Issue** | **Objective** | **Measure** | **Evidence** |
| --- | --- | --- | --- | --- |
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**How can I improve my employee’s performance?**

In addition to your regular 1-to-1s, there are several actions you can consider to help drive individual performance:

* Coaching, mentoring and feedback at critical activity and time points, will offer your employee real-time support.
* Stretch assignments are a good opportunity to incentivise and motivate promising employees to work outside their current level.
* Job shadowing helps people to experience what working at the next level would require from them.