Performance improvement plan (PIP)

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| Employee name: |  |
| Manager name: |  |
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| Performance improvement plan |
| The performance gap (current performance compared to expected performance) |  |
| Objectives set previously to achieve acceptable performance levels |  |
| The outcome of those objectives |  |
| What are the employee’s current requirements? |  |
| The timescale to achieve acceptable performance |  |
| The consequences of the employee not performing to acceptable levels |  |
| The support that will be offered to the employee for them to achieve their objectives |  |
| Signed: Date: | Manager |
| Signed:Date: | Employee |