



Positive performance management directive



Plan

Performance improvement plan





Performance improvement plan

This template provides an example of a performance improvement plan (PIP) that agencies might find useful to guide employee discussions. It can be used to document the formal PIP process to a standard required under the directive relating to positive performance management.

- **Appendix A** provides a template for reviewing a PIP.
- **Appendix B** provides a template about how to record the outcomes of a PIP. Agencies can use these documents in full or modify them to meet their specific needs.

Completing the templates

These templates incorporate interactive buttons and editable fields to make it as easy as possible to complete. The clickable green buttons provide you with examples and explanatory information to assist you.



Employee

Name		Role title	
		Classification level	
Name of employee support person (if applicable)			

Manager

Name		Role title	
Name of manager support person (if applicable)			

PIP timelines

PIP commencement date	
PIP completion date	
Review/feedback meeting frequency and dates	



1 Issue one

2 Issue two



3 Use this table to help address unacceptable work performance and provide employee support

Area for improvement	Tasks/expectations	Training, support and feedback	Assessment



4 Potential consequences

5 Employee declaration

I have read, understood and agree to this PIP and its requirements upon me and commit to the tasks and expectations stated in the plan. I have read and understood the potential consequences should the expected level of performance not be met:

Employee name			
Signature		Date	

6 Manager declaration

I have read, understood and agree to this PIP and its requirements upon me:

Manager name			
Signature		Date	

7 Declaration by

I have read, understood and agree to this PIP and its requirements upon me:

Name			
Signature		Date	

8 Declaration by

I have read, understood and agree to this PIP and its requirements upon me:

Name			
Signature		Date	



Appendix A – Template for the review of a PIP

Review 1

--	--	--	--	--

Signatures

Employee name		Signature		Date	
Employee support person name (if applicable)		Signature		Date	
Manager name		Signature		Date	
Manager support person name (if applicable)		Signature		Date	

Appendix B – Template for how to record the outcome of a PIP

Record of performance improvement plan outcome

A Attached documentation

PIP		Original feedback documentation, work examples etc
Completed review or feedback sheets		File notes, conversations, records or meeting summaries
Work samples		Other evidentiary materials (list below):

B Manager – outcome and recommendations

I certify that this PIP has been developed and administered in a fair and appropriate manner consistent with the directive relating to discipline, the directive relating to positive performance management, and agency policies and procedures. I also certify that the employee has been afforded natural justice and procedural fairness.

Based on the attached documentation, I am of the reasonable belief that:

Employee name	Has	Has not
---------------	-----	---------

achieved the required standard on all performance improvement expectations/goals/tasks detailed within the PIP.

Accordingly, I consider that the performance of:

Employee name	Is	Is not
---------------	----	--------

satisfactory and make the following recommendation:

Resume routine local performance monitoring and development processes
Extend the PIP period
Refer the outcome to the appropriate delegate for consideration of disciplinary or further management action

Manager's name	Signature	Date
----------------	-----------	------