

NORTH WALES SCHOOLS MODEL POLICIES

Performance Improvement Plan (PIP)



TO:	
FROM:	
DATE:	
RE:	Performance Improvement Plan (PIP)

The purpose of this Performance Improvement Plan (PIP) is to define areas for improvement, gaps in your work performance, reiterate expectations, and allow you the opportunity to demonstrate improvement and commitment.

Areas for improvements:

Bullet point issues and areas of concerns for how the employee's performance/behavior has impacted on his her colleagues, the school and customers

Observations, Previous Discussions or Counselling:

Recap dates/times you have addressed the issues in the recent/relevant past. Reference previous documents when applicable.

Step 1 - Targets: These are the targets related to areas to be improved and addressed.

1	
2	
3	

Step 2 - Actions: Listed below are the action that will help you reach each target.

Goal	Activity	How to Accomplish	Start Date	Projected Completion Date

Step 3 - Resources/Support:

1	
2	
3	

Management Support: Listed below are the ways in which your manager will support your improvement activities including any reasonable adjustments required.

1	
2	
3	

Step 4 - Success Criteria: The following success criteria must be accomplished to demonstrate progress towards achievement of each target.

1	
2	
3	
4	
5	
6	

Step 5 - Monitoring/Evaluation/Review The following schedule will be used to evaluate your progress in meeting your targets.

Goal	Activity	Checkpoint Date (memo/call/meeting)	Type of Follow-up	Progress Expected	Notes

Follow-up Updates: You will receive feedback on your progress according to the following schedule.

Date Scheduled	Activity	Conducted By	Completion Date
	Update Report		
	Update Report		
	Status Report		

Timeline for Improvement, Consequences & Expectations:

Effective immediately, you are placed on a _____-day PIP. During this time you will be expected to make regular progress on the plan outlined above. Failure to meet or exceed these expectations, will result in further capability action via the formal stage of the policy which could put your future employment at risk. Furthermore, failure to maintain performance expectations after the completion of the PIP may result in additional capability action.

The contents of this PIP are to remain confidential. Should you have questions or concerns regarding the content, you will be expected to follow up directly with your line manager.

We will meet again on as noted above to discuss your Performance Improvement Plan as per the schedule above.

Signatures:

Print Employees Name:	Print Supervisor/Manager Name:
Employee Signature:	Supervisor/Manager Signature:
Date:	Date: