
Form - Employee - Performance Improvement Plan

You can use this template to help you develop a performance improvement plan with your employee. We recommend that you use this plan in conjunction with our [Managing underperformance – the initial steps checklist](#) and [Underperformance meeting plan template](#).

A Performance Improvement Plan is a document that sets out what the problem is with your employee's performance and what they need to do to improve it.

This template has been colour coded to help you complete it. Simply replace the red < > writing with what applies to your employee and situation.

Explanatory information is shown in *blue italics* to assist you and can be deleted.

Suggested Steps For Developing A Performance Improvement Plan

For more information on managing underperformance, see our online learning courses at www.fairwork.gov.au/learning. For information about minimum employment rights and entitlements, you can also call the Fair Work Infoline on 13 13 94 or visit www.fairwork.gov.au.

Step 1: Plan

Use the template to prepare a performance improvement plan for your employee.

Begin by clearly identifying the specific area or areas in which the employee needs to improve their performance.

Step 2: Meet With Your Employee

Next, explain what your employee needs to do to improve their performance and how they can do this, along with what support you'll provide to them (eg. training). Also explain to them what their responsibilities are, and what your responsibilities are.

Give your employee a reasonable time to improve their performance and set a date or dates for further review.

Finally, explain what will happen if your employee's performance doesn't improve.

Both you and your employee should sign and keep a copy of the plan.

Step 3: Monitor

Monitor your employee's performance while the plan is in place. Regularly check-in with your employee over that period to discuss their progress.

Step 4: Review

Meet at the times set out in the plan to review your employee's performance. Before these meetings, both you and your employee should assess their performance. After these meetings, you should update the plan to make sure it stays current (eg. to explain what your employee still needs to improve, and any further support that you'll provide).

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Performance Improvement Plan

Employee Details	
Name	
Position	
Manager's Name	
Manager's Position	
Date Of Plan	
Period Of Plan	
Review Date	

Performance Improvement Objectives
Required Outcomes

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Performance Improvement Objectives

Strategies/Responsibilities

Support

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Performance Improvement Objectives

Consequences

Review Date

Name Of Employee

Name Of Manager

Signature Of Employee

Signature Of Manager

Date

Date

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Employee Self-Assessment

Employee to complete before the interim and final review meeting.

How do you think you have performed against each of your performance improvement objectives?

Other comments:

Name Of Employee

Signature Of Employee

Date

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Manager Assessment

Manager to complete before the interim and final review meeting.

How do you think the employee has performed against each of their performance improvement objectives?

Other comments:

Name Of Employee

Name Of Manager

Signature Of Employee

Signature Of Manager

Date

Date