**Employee Name**:

**Performance Improvement Plan**

**Background: Description of specific performance deficiencies and improvements needed:**

Provide narrative.

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| **Target Area** | **Performance concern** | **Expected standard of performance** | **Agreed improvement actions** | **Support** | **Review Date** | **Date to achieve expected standard** |
| **Target Area** | **Performance concern** | **Expected standard of performance** | **Agreed improvement actions** | **Support** | **Review Date** | **Date to achieve expected standard** |
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Overall summary: I would like to see a change in the above key behaviors for (employee name)………

I recommend that (employee) ………

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| **This action plan has been agreed by:**  | **Signed** | **Date** |
| **Manager Signature** |  |  |
| **Employee Signature** |  |  |