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| **INFORMAL ACTION** | | | | | | | |
| **Employee Name** | |  | | **Line Manager** | |  | |
| **Department/Faculty/Directorate** | |  | | | | | |
| **PIP Start Date** | |  | | **PIP End Date** | |  | |
| **Target Area**  *Area where performance standards have not been met.* | **Performance Concern**  *Examples and dates of how/when the standard has not been met.* | **Expected Standard of Performance**  *Standards expected of employee i.e., what does ‘good’ look like*. | **Agreed Actions**  *What action is needed to meet expected standard of performance*. | **Support Required**  *What additional support does the employee need to achieve the expected standard of performance*. | **Review Date**  *Date agreed to review this target area.* | **Review Notes**  *Improvements made and any future review dates before the end date* | **Date to Achieve Expected Standard** |
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| **Outcome of the PIP**  *(Summarise below the overall outcome e.g., where objectives have been achieved/not achieved. Where objectives have not been achieved and performance is not satisfactory, state what action will be taken. State where a First Formal Meeting is required)* | | | | | | | |
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| **FIRST FORMAL MEETING** | | | | | | | |
| **Employee Name** | |  | | **Line Manager** | |  | |
| **Department/Faculty/Directorate** | |  | | | | | |
| **First Formal Stage Start Date** | |  | | **First Formal Stage End Date** | |  | |
| **Target Area**  *Area where performance standards have not been met.* | **Performance Concern**  *Examples and dates of how/when the standard has not been met.* | **Expected Standard of Performance**  *Standards expected of employee i.e., what does ‘good’ look like*. | **Agreed Actions**  *What action is needed to meet expected standard of performance*. | **Support Required**  *What additional support does the employee need to achieve the expected standard of performance*. | **Review Date**  *Date agreed to review this target area.* | **Review Notes**  *Improvements made and any future review dates before the end date* | **Date to Achieve Expected Standard** |
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| **Outcome of the First Formal Meeting**  *(Summarise below the overall outcome e.g., where objectives have been achieved/not achieved. Where objectives have not been achieved and performance is not satisfactory, what action will be taken. State where a Final Formal Meeting is required)* | | | | | | | |
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| **FINAL FORMAL MEETING** | | | | | | | |
| **Employee Name** | |  | | **Manager chairing the meeting** | |  | |
| **Department/Faculty/Directorate** | |  | | | | | |
| **Final Formal Stage Start Date** | |  | | **Final Formal Stage End Date** | |  | |
| **Target Area**  *Area where performance standards have not been met.* | **Performance Concern**  *Examples and dates of how/when the standard has not been met.* | **Expected Standard of Performance**  *Standards expected of employee i.e., what does ‘good’ look like*. | **Agreed Actions**  *What action is needed to meet expected standard of performance*. | **Support Required**  *What additional support does the employee need to achieve the expected standard of performance*. | **Review Date**  *Date agreed to review this target area.* | **Review Notes**  *Improvements made and any future review dates before the end date* | **Date to Achieve Expected Standard** |
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| **Outcome of the Final Formal Meeting**  *(Summarise below the overall outcome e.g., where objectives have been achieved/not achieved. Where objectives have not been achieved and performance is not satisfactory, what action will be taken)* | | | | | | | |
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