

PERFORMANCE IMPROVEMENT PLAN

EMPLOYEE NAME:		JOB TITLE:		SIGNED EMPLOYEE:		SIGNED MANAGER:	
MANAGER:		DATE OF MEETING:		DATE:		DATE:	
ATTRIBUTE	AREA FOR DEVELOPMENT	ACTION	TIMESCALE FOR IMPROVEMENT	DEADLINE			
<i>e.g. Time taken to reply to customer</i>	<i>20% longer than average</i>	<i>15% improvement</i>	<i>Within 4 weeks</i>	<i>Shadow team member 'XX'</i>			