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| **Description of the underperformance:** | <Enter a description of the nature of the underperformance.> |
| **Aim of the Performance Improvement Plan:** | <Enter the overall aim of the Performance Improvement Plan.> |
| **Plan Start Date:** | <Enter the date the Performance Improvement Plan commences.> |
| **Plan End Date:** | <Enter the date the Performance Improvement Plan finishes.> |

| **Improvement Objectives**  *What, specifically must the individual do to improve their performance to meet expected standards?* | **Success Criteria**  *How will you know when the expected standards of performance have been met?* | **Additional Support Required**  *What additional development or support does the individual require in order that they are able to achieve the expected standards?* | **Review Schedule**  *When will progress against the improvement objective be reviewed? How will evidence of progress be collected? Who will review progress?* | **Objective Outcome**  *When will the final review of the plan be undertaken and by whom? What is the final outcome? What action will be taken if expected standards are not met?* |
| --- | --- | --- | --- | --- |
| <Enter improvement objective 1> | <Detail success criteria for improvement objective 1> | <Detail the additional support required to succeed in achieving improvement objective 1> | <Detail when progress against improvement objective 1 will be reviewed, how and by whom.> | <Detail the specific consequences if the individual does not achieve improvement objective 1> |
| <Enter improvement objective 2> | <Detail success criteria for improvement objective 2> | <Detail the additional support required to succeed in achieving improvement objective 2> | <Detail when progress against improvement objective 2 will be reviewed, how and by whom.> | <Detail the specific consequences if the individual does not achieve improvement objective 2> |
| <…> | <…> | <…> | <…> | <…> |
|  |  |  |  |  |
| Line Manager: |  | Date: | **Overall outcome if plan objectives are achieved / not achieved:**  <Enter overall outcome / consequences if the Performance Improvement Plan is / is not completed satisfactorily by the plan end date.> | |
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