**Performance Improvement Plan**

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| Employee name |  | Manager name |  |
| Job title |  | Start date |  |
| Department |  | Agreed end date |  |

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| Role expectations  What is the acceptable performance expected of the employee in this role? |
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| Areas of concern  In what areas of performance has the employee not met expectations, and what are the root causes of the issues? |
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| Improvement goals  Define concrete goals that address the areas of concern and agree on milestones to meet the goals. | |
| Goal and description | Milestone |
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| Action plan  Outline activities that are going to help achieve the improvement goals. | | | |
| Goal | Activity description | Start date | Deadline |
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| Resources  What are the resources available to complete the activities outlined in the action plan? | |
| Resource | Description |
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| Progress tracking  How is the employee doing in achieving their improvement goals? | | |
| Goal | Status and comments | Date of check |
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| Signatures | | | |
| Employee |  | Manager |  |