

PIP Template

Save time on HR admin

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Team Member Name:

Manager Name:

Date:

Target area	Performance Concern	Expected standard of performance	Agreed improvement actions	Support	Review Date	Review notes	Date to achieve expected standard
Detail specific Duties / Responsibilities where performance standards have not been met	Tease out the specifics of your focus area in a little more detail	Detail what is expected of the employee in terms of their performance (i.e. S.M.A.R.T. goals)	Detail what actions need to be taken to meet expected standard of performance	Detail what has been agreed in terms of support (incl. additional coaching and/or training) to achieve the expected standard of performance		Detail improvement made and any future commitments and any future/negotiated review dates	

A dedicated advisor in your corner

As a People leader at your small business, it is **your responsibility** to provide all the tools and training your underperforming employee needs to meet their PIP goals.

You also must ensure that **line managers are trained on how to run performance improvement plans** in a way that's fair and objective.

Our HR Advisors can help you create a PIP that is bespoke to your and your team member's needs. This includes:

- ✓ Advising you on how to **write your PIP** and get everyone involved to agree to it.
- ✓ Writing specific, relevant and measurable **goals** to track the improvement in your team member's performance.
- ✓ Defining a **timeframe** for your PIP, including how often you will check on your employee's progress.
- ✓ Professional advice on how to assess **your team member's performance and development needs** throughout and at the end of their PIP, including any learning outcomes.
- ✓ If your team member's performance hasn't improved at the end of their PIP, we'll help you go through a **fair and compliant disciplinary action**, or any disciplinary procedures needed.

Get rid of underperformance issues with Charlie

Start a free trial

