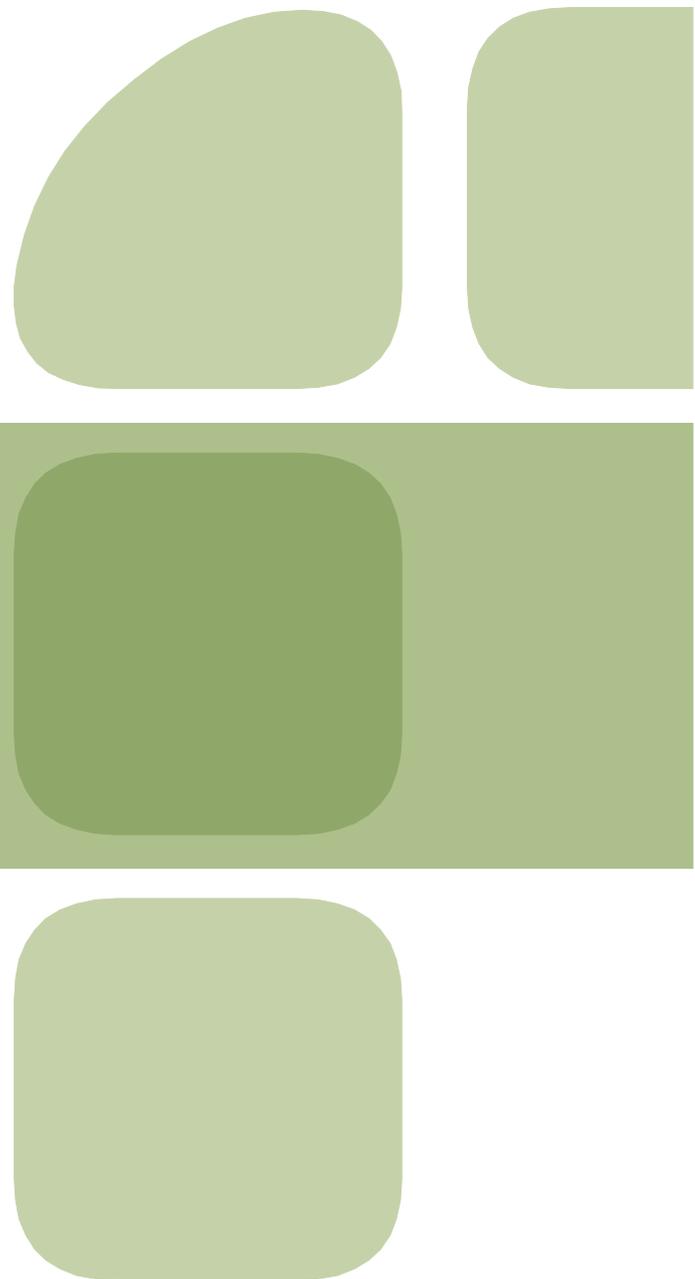




Performance Improvement Plan (PIP)



Performance Improvement Plan (PIP) Template

Note: The PIP Template is to be used in accordance with the Managing Unsatisfactory and Substandard Performance Policy and must be populated using the SMART principles.

PART A – SMART PRINCIPLES	
SPECIFIC	The use of clear, concise and specific communication while focusing on factual information without ambiguity.
MEASURABLE	The Objectives expected of the employee should be measurable by quantity, quality and/or time.
ACHIEVABLE	The Objectives set are realistic and can be met consistent with the requirements of the position and the support and/or resources available.
RELEVANT	The Objectives need to be relevant so the employee understands how the Objectives relate to their position.
TIME-BOUND	Setting reasonable and clear timeframes for the employee to improve their performance to a Satisfactory Performance standard.

PART B – IMPORTANT INFORMATION FOR COMPLETING THE PIP TEMPLATE	
Identified Unsatisfactory Performance	Each identified Unsatisfactory Performance is to be documented in a separate box in the PIP.
Objective	A goal the employee is expected to achieve in order to meet the Outcome.
Measure	The quantity, quality or time used to measure whether or not the employee has met the Objective.
Outcome	A responsibility, standard or requirement expected of the role, derived from, but not limited to, the JDF, work procedures, Industrial Instruments, manuals, policies, guidelines, professional standards, codes, legislation and any other job functions or standard applicable to the employee.
PIP Duration	The period of the PIP must be a minimum of 3 months, except where the following applies: (i) extending the duration of the PIP; (ii) repeating the PIP process; (iii) finding of Substandard Performance and repeating Phase 3; or (iv) where there is a recurrence of previously identified Unsatisfactory Performance within 12 months of finalising the Performance Improvement Process.
Support and Resources	Identify relevant support and/or resources depending on the identified Unsatisfactory Performance, which may include a nominated mentor or buddy, relevant training courses and/or access to the Employee Assistance Provider (EAP).



PART C - PIP TEMPLATE EXAMPLE			
Employee: Bernadine Plum		Date PIP Commences: 20 August 2016	
Position Title: Administrative Assistant		Meeting Date: 20 August 2016	
Manager: Linda Bell		PIP Duration: 3 Months	
Next PIP Meeting Date: 3 September 2016		Date of Final Assessment Meeting: 20 November 2016	
Identified Unsatisfactory Performance	Objective/s	Measure/s	Outcome/s
1. Documents are not filed on allocated files within two working days of being received.	Will reach a target of 80% of documents to be filed within two working days by 20 September 2016.	Manager to review the Vault Record Management System to ascertain the percentage of documents filed within two working days. Ongoing feedback from Sue Waters.	JDF- Responsible for administrative files Management. Work Procedure- Files are to be updated within two working days after documents are received.
	Buddy with Sue Waters to improve workload management		
	Undertake the Time Management – Keeping Track of Time course scheduled for 15 September 2016.		
Support and Resources	Attending the Time Management – Keeping Track of Time Course		
	Senior Administrator, Sue Waters, to be assigned as buddy to Bernadine Plum. Sue Waters to provide Bernadine Plum with file management/workload management tips and support.		
Manager Signature: Date: 20 August 2016		Employee Signature: Date: 20 August 2016	

PART D – SUBSEQUENT MEETINGS		
Employee: Bernadine Plum		Date PIP Commences: 20 August 2016
Position Title: Administrative Assistant		Meeting Date: 3 September 2016
Manager: Linda Bell		PIP Duration: 3 Months
Next PIP Meeting Date: 15 September 2016		Date of Final Assessment Meeting: 20 November 2016
Objective/s	Assessment (Objective met, partially met or not met)	Manager and Employee Comments/Feedback
Finish any outstanding filing by 2 September 2016	Met.	Well done on catching up on the files that had not been filed to date.
Will reach a target of 80% of documents to be filed within two working days by 20 September 2016.	Partially met.	Has reached a target of 70%.
Buddy with Sue Waters to improve workload management.	Partially met.	Has participated in some buddy sessions with Sue and has implemented some of Sue's recommendations.
Undertake the Time Management – Keeping Track of Time course scheduled for 15 September 2016.	N/A.	Course not scheduled until 15 September 2016.
Support and Resources	Meet with Sue Waters more frequently to manage morning filing and monitor improvement	
	Senior Administrator, Sue Waters to be assigned as Buddy to Bernadine Plum. Sue Waters to provide Bernadine Plum with file management/workload management tips and support.	
Manager Signature: Date: 3 September 2016		Employee Signature: Date: 3 September 2016

PART E - FINAL ASSESSMENT		
Employee: Bernadine Plum Position Title: Administrative Assistant		Date PIP Commences: 20 August 2016
Manager: Linda Bell		PIP Duration: 3 Months
Manager's Final Assessment Date: 15 November 2016		Date of Final Assessment Meeting: 20 November 2016
Outcome/s	Final Assessment	Managers Comments/Feedback
	<p>The Employee has either:</p> <ol style="list-style-type: none"> 1. successfully met the PIP Outcomes for Satisfactory Performance; or 2. made considerable improvements, but has not successfully met the PIP Outcomes for Satisfactory Performance; or 3. not made considerable improvements and has not successfully met the PIP Outcomes for Satisfactory Performance. 	
JDF- Responsible for administrative files Management.	Met the PIP Outcome.	Great improvement on meeting a Satisfactory Performance standard.
Work Procedure- Files are to be updated within 2 working days after documents are received.	Met the PIP Outcome.	Well done on meeting the PIP Outcome.
Employee's Comments at Final Assessment Meeting:		
Manager Signature: Date: 20 November 2016		Employee Signature: Date: 20 November 2016



PART C - PIP TEMPLATE EXAMPLE			
Employee:		Date PIP Commences:	
Position Title:		Meeting Date:	
Manager:		PIP Duration:	
Next PIP Meeting Date:		Date of Final Assessment Meeting:	
Identified Unsatisfactory Performance	Objective/s	Measure/s	Outcome/s



PART D – SUBSEQUENT MEETINGS							
Employee:				Date PIP Commences:			
Position Title:				Meeting Date:			
Manager:				PIP Duration:			
Next PIP Meeting Date:				Date of Final Assessment Meeting:			

Support and Resources			
Manager Signature: Date:		Employee Signature: Date:	

Objective/s	Assessment (Objective met, partially met or not met)	Manager and Employee Comments/Feedback
Support and Resources		
Manager Signature: Date:	Employee Signature: Date:	

PART E - FINAL ASSESSMENT

Employee Position Title:		Date PIP Commences:
Manager:		PIP Duration
Manager's Final Assessment Date:		Date of Final Assessment Meeting:
Outcome/s	<p>Final Assessment</p> <p>The Employee has either:</p> <ol style="list-style-type: none"> 1. successfully met the PIP Outcomes for Satisfactory Performance; or 2. made considerable improvements, but has not successfully met the PIP Outcomes for Satisfactory Performance; or 3. not made considerable improvements and has not successfully met the PIP Outcomes for Satisfactory Performance. 	Managers Comments/Feedback
Employee's Comments at Final Assessment Meeting:		

Outcome/s	Final Assessment The Employee has either: <ol style="list-style-type: none"> 1. successfully met the PIP Outcomes for Satisfactory Performance; or 2. made considerable improvements, but has not successfully met the PIP Outcomes for Satisfactory Performance; or 3. not made considerable improvements and has not successfully met the PIP Outcomes for Satisfactory Performance. 	Managers Comments/Feedback
Manager Signature: Date:	Employee Signature: Date:	