This document is intended for use during Stage Two Formal Notification. However you can use the format for the informal/ local discussions with an employee at Stage One. Advice should be sought from your HR Business Partner/ HR Adviser. This template should be used to record action plans, interview notes and other related evidence throughout the performance improvement plan process. Use the same document for each meeting held and noting changes to actions including all dates.

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| 1. **Performance Issue**   Line Manager to clarify with evidence where the shortfall in performance has occurred e.g. behavioural, delivery. When did it start and what is the impact on the organisation. | |
| **Date** |  |
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| 1. **Required/ Expected Standard**   Line Manager to summarise what is needed to meet the required/ expected standard e.g. from the job description , PDR, objectives, behaviours etc | |
| **Date** |  |
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| 1. **Improvement Actions**   A list of actions that need to be taken by the individual to improve performance and how these will be assessed, include details of any further support or training offered including dates. Actions should be specific and achievable. | |
| **Date** |  |
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| 1. **Line Managers review of progress**   Line Manager to provide details and dates of all review discussions with the individual including progress against the improvement action plan (including any agreed extension to monitoring period) | |
| **Date** |  |
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| 1. **Individuals Comments**   An opportunity to record comments/ views at any point during the plan | |
| **Date** |  |
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| 1. **Review Dates** | |
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**Line Manager Signature Date**

**Employee Signature Date**