PARISH/PCC/CHURCH NAME

Performance Improvement Plan

*This form should be used in line with the Capability/Disciplinary procedure*

|  |  |
| --- | --- |
| Employee name |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Target area  *Detail specific area where performance*  *Standards have not been met* | Performance concern  *Detail specific dates and examples of where the standards have not been met* | Expected standard of  performance  *Detail what is expected of the employee in terms of*  *their performance i.e. what does ‘good’ look like* | Agreed improvement actions  *Detail what actions need to be taken to meet*  *expected standard of performance* | Support    *Detail what has been agreed in terms of support*  *required to achieve the*  *expected standard of performance* | Review Date | Review notes  *Detail improvement made and any future review dates* | Date to achieve  expected standard |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| This action plan has been agreed by | Signed | Date |
| Manager |  |  |
| Employee |  |  |