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 |  |  |