

APPENDIX 6



Performance Improvement Action Plan

Confidential

Performance Improvement Action Plan

Your Name		Your Grade	
Your position title		Service	
Years in current role		Your PMC meeting dates:	Meeting 1: Meeting 2: Meeting 3:
Manager's Name		Manager's Job Title / Grade	

Performance Issue(s): - *List the specific performance issues discussed*

Performance Requirements - *Identify the performance level required that must be performed on a consistent basis*

Goals And Action Plans – *identify activities the employee will initiate to improve performance with targeted dates*

Skill / Knowledge/Competency Development Required - *identify requirements to meet work performance expectations with targeted dates*

Changes Needed - *identify the changes required to meet work performance expectations with targeted dates*

Support and Resources – *identify the support and resources that will be provided to assist the employee to develop the skill / knowledge/competency with targeted dates*

Expected Results - *list measurements (e.g. quantity, quality, time) to evaluate progress*

Feedback Plan – *identify 'check in' dates to review progress by the employee and manager*

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Date of meeting _____