

### Template: Writing performance improvement plans

In cases of underperformance a plan can be put in place to clarify the improvement needed, as outlined in the [CIPD guide on effective performance management](#). A well-structured performance improvement plan should answer the following questions.

Use the notes section and template to map out what needs to be included in a performance improvement plan.

Detail	Notes
What performance or behaviour needs improving and why?	
What are the performance or behaviour objectives?	
Is there any learning that needs to take place and, if so, what learning methods will be employed?	
Is any other assistance required (such as checklists, aides-memoire, procedures, etc)?	
How will performance be monitored?	
How will feedback be provided and how often?	
What performance evaluation methods are to be used and what is the performance improvement plan's timescale?	

## Performance management and appraisal tools

What will the consequences of failing to achieve the required performance level be?	
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Employee: Job title: Manager: Review date: Review period: from _____ to _____
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Objectives/performance standards	Monitoring methods	Support

Sign below to confirm that the performance review has been fully discussed and that actions required by employee and manager are clear and agreed.

Manager: Employee: Review date:
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Access practical guidance and links to more tools to support your performance management processes in the [CIPD's guide](#)