**PERFORMANCE IMPROVEMENT PLAN (PIP)**

A Performance Improvement Plan (PIP) is a tool that aims to facilitate an improvement in the performance by a staff member. It serves to record identified issues in performance, agreed improvements, actions to achieve the improvement, support to be provided, as well as outcomes of periodic check-ins and the final review of the PIP implementation.

As the PIP is developed, the supervisor needs to ensure that the staff member has a clear understanding of what’s expected of them in terms of functions/duties, results, performance standards, and behaviors. She/he should also understand the consequences of not completing the PIP.

**PERFORMANCE IMPROVEMENT PLAN (PIP)**

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| **Staff member’s name:** |  |
| **Staff member’s entry on duty in the current position:** |  |
| **Supervisor’s name:** |  |
| **Date of the last performance-related discussion:** |  |

**SECTION 1: PLAN**

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| **Objectives**  List below performance areas/objectives that require attention, describe specific improvements to be achieved, actions to be taken to fully meet the requirements of the job and performance objectives, and timelines | | | | |
|  | **Performance area/objective** | **Specific improvements required** | **Action(s) to be taken** | **Timeline** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Competencies**  Identify competencies in need improvement, describe improvements to be achieved, actions to be taken, and timelines | | | | |
|  | **Competency** | **Specific improvements required** | **Action(s) to be taken** | **Timeline** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

**2. PLAN IMPLEMENTATION**

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| **Implementation of PIP** |
| Describe support to be provided to the staff member in the achievement of the PIP objectives: |
| Specify timeline for assessing progress in the PIP implementation, including periodic check-ins and the final review of the PIP implementation: |

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| --- | --- |
| **Signatures:** | |
| Staff member\* | Date: |
| Supervisor | Date: |
| HR representative | Date: |

\* The staff member understands that failure to successfully complete the agreed upon PIP may lead to non-renewal or termination of appointment for unsatisfactory performance.

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| --- | --- |
| **Dates and outcomes of periodic check-ins** | |
| Date: | Outcome (provide a brief overview): |
| Date: | Outcome (provide a brief overview): |
| Date: | Outcome (provide a brief overview): |

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| **PIP implementation review:** |
| * the staff member has achieved agreed improvements |
| * the staff member has partially achieved agreed improvements. Challenges persist in the following areas: |
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| * the staff member has not achieved agreed improvements. Challenges persist in the following areas: |
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| --- | --- |
| **PIP implementation review signatures:** | |
| Staff member | Date: |
| Supervisor | Date: |