

Improving Performance Plan (IPP)

Employee		Stage of Improving Performance Process	<i>e.g. Stage 1</i>
Employee Job Title		Date of Performance Review	
People Manager		Agreed Duration of Review Period	

Agreed Objectives	To be achieved within timescale	Training needs identified	Success criteria	Additional support given to achieve agreed objectives	Review Date	Achieved Objectives
1.						
2.						
3.						
4.						
5.						

Comments by People Manager at monitoring meetings		Comments by Employee at monitoring meetings	
Date:	Signed:	Date:	Signed:
Date:	Signed:	Date:	Signed:

Employee’s Signature Date:

People Manager’s Signature Date: