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HR Documents

**Using this document**

The highlighted areas indicate where you need to add your company details and then simply insert your logo in place of the ceda logo.

Performance Improvement Plan

*#HR17*

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| --- | --- | --- | --- |
| **Company name** | | | |
| **Employee name** |  | **Manager name** |  |
| **Job title** |  | **Start date** |  |
| **Department** |  | **Agreed  end date** |  |

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| **Role expectations**  *What is the acceptable performance expected of the employee in this role?* |
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| **Areas of concern**  *In what areas of performance has the employee not met expectations, and what are the root causes of the issues?* | |
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| **Improvement goals**  *Define concrete goals that address the areas of concern and agree on milestones to meet the goals.* | | |
| Goal and description | Milestone | |
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| **Action plan**  *Outline activities that are going to help achieve the improvement goals.* | | | |
| Goal | Activity description | Start date | Deadline |
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| **Resources**  *What are the resources available to complete the activities outlined in the action plan?* | | |
| Resource | Description | |
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| **Progress tracking**  *How is the employee doing in achieving their improvement goals?* | | |
| Goal | Status and comments | Date of check |
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| **Signatures** | | | |
| Employee |  | Manager |  |