

**PERFORMANCE IMPROVEMENT PLAN**

This plan is designed for executives whose performance needs improvement in order to meet the expectations and requirements of their role. This tool is to help Boards and Executives resolve performance issues by developing an actionable plan to address performance issues and is a commitment to helping the Executive improve.

Name of Executive	
Name of Board Member	
First Meeting Date	

**SPECIFIC AREA FOR IMPROVEMENT**

*Describe performance problem in specific terms.*

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**REASON/S FOR UNSATISFACTORY PERFORMANCE**

*Indicate reason/s for unsatisfactory performance – that is, lack of knowledge or skills, inappropriate behaviour, overuse of a skill, etc.*

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**SPECIFIC ACTION ITEMS AND MEASURABLES**

*Detail action to be taken by employee in order to improve, how success will be measured – and give timeframe for improvement – 30/60/90 days*

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*Detail action to be taken by line manager to assist employee to improve – and give timeframe for assistance.*

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**FOLLOW UP**

*Provide dates of follow up meetings below*

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*If the expected outcomes are not achieved or improvement is not attained, more formal action may be initiated, detail below*

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**SIGNATURES**

	PRINT NAME	SIGNATURE	DATE
Executive			
Board Member			

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