

PIP Guidance

Line managers should use the examples below as guidance when completing the PIP Form Template.

Target Area Area where performance standards have not been met.	Performance Concern Examples and dates of how/when the standard has not been met.	Expected Standard of Performance Standards expected of the employee i.e., what does 'good' look like.	Agreed Actions Action needed to meet the expected standard of performance.	Support Required Support the employee needs to achieve the expected standard of performance.	Review Date Date agreed to review this target area.	Review Notes Improvements made and any future review dates before the end date	Date to Achieve Expected Standard
EXAMPLE							
<i>Organisational Skills and Time Management</i>	<i>Deadlines missed [details/dates]. Complaint received from XX department who received no response to their emails sent on [dates]</i>	<i>To effectively manage workload on a daily basis, prioritise tasks to meet deadlines and respond to emails in a timely manner</i>	<i>To start using a daily 'to do' list and diary to manage deadlines and time. To respond to emails within 3 working days.</i>	<i>Employee to sign up to internal Outlook training (or refresher training), to utilise organisational tools e.g., task lists, calendar. [employee] to diarise time with colleague A within the next week for informal training on organising workload.</i>	<i>To be reviewed in [4 weeks] on [date]</i>	<i>[4 week review date] Record here e.g., Outlook training completed on [insert date]. Capture progress, improvements made or not. To be reviewed again on [date]</i>	<i>Standard expected to be achieved within 8 weeks and by [date]</i>
EXAMPLE							
<i>Accountability/ Behaviour/ Attitude</i>	<i>Complaints from team members of missed meetings on [dates of meetings] with no explanation. Colleagues report they are absorbing tasks outside of their remit such as [provide examples]</i>	<i>To fulfil all aspects of the job role according to job description. To demonstrate leadership to team colleagues and accountability/responsibility for job role. To attend meetings as expected.</i>	<i>[employee] to reflect on identified behaviours Improve organisation to manage time and workload. Following discussion around workload, manager agreed to review team job roles</i>	<i>Employee/Manager to work together to identify a suitable Coach/Mentor within the university to support employee. Employee to sign up to internal Outlook training to help with organisational tools. Manager to revisit teams job roles to ensure tasks are fairly distributed.</i>	<i>To be reviewed in [4 weeks] on [date]</i>	<i>(4 week review date) Record progress of actions agreed. To be reviewed again on [date]</i>	<i>Standard expected to be achieved within 8 weeks and by [date]</i>