

Performance Improvement Plan (PIP)

Staff Member Details

Staff Name	Manager's Name	Performance improvement conversation date:
Staff Position Title	Manager's Position Title	Date that performance will next be reviewed:

Actions to Improve Performance

Following discussion at the formal Managing for Performance Improvement meeting, the following is a summary of the performance area(s) that continue to be below the expected levels and provide details of what the expected performance standards are, and how these standards will be achieved within the allocated timeframe

Performance area(s) that are below expectations (eg Administration (including Professional and Community Engagement); OHSW&IM)	Expected standards of performance What will it look like when done really well?	Action How will you do it?	Support What support is required to lift your performance?	Timeframe When is it going to be done by?

Acknowledgement of Performance Improvement Plan

Managing for performance improvement is the commencement of formally managing performance that is below expectations. It is commenced if performance continues to be below expectations following a reasonable period of addressing performance concerns at Stage 1 – Lifting Performance.

The aim is for the staff member and manager to continue to work together to improve performance until it meets expectations. It is also an essential step to take before any disciplinary action may occur, should performance continue to be below expectations.

I understand that continued performance that does not meet the requirements of my role may result in progress to Disciplinary Action for Unacceptable Performance in line with my respective Collective/Enterprise Agreement.

Staff Member's Signature*

Staff Member's Name

Date

Manager's Signature

Manager's Name

Date

Responsibilities

- Staff are responsible for:
- understanding how their role contributes to the achievement of the University's outcomes;
 - actively engaging in the PDM process and sharing responsibility for developing their own Performance Improvement Plan (PIP);
 - negotiating an objective approach for tracking their performance against agreed outcomes and reviewing their achievement of their performance outcomes;
 - exploring and participating in personal growth and development opportunities; and
 - actively engaging in the resolution of grievances that may result from the PDM process.

Rights

- Staff have the right to:
- have any concerns about their performance be based on a valid reason(s) and be provided with examples of these performance concerns;
 - be advised of all the allegations of performance concerns and provided with an opportunity to respond; and
 - be given an opportunity to state any mitigating circumstances and that any mitigating circumstances be taken into consideration by the manager before any action is taken.

- Managers are responsible for:
- developing and communicating their work area's goals, priorities and performance indicators to staff;
 - actively engaging in the PDM process and sharing responsibility for developing staff Performance Improvement Plans (PIP);
 - providing staff with regular feedback about their performance (both informal and formal);
 - ensuring they themselves are appropriately trained and skilled to guide the performance of their staff;
 - taking appropriate, positive and timely action where performance does not meet agreed expectations;
 - ensuring that resources are available to support identified staff development needs; and
 - actively engaging in the resolution of grievances that may result from the PDM process.