**Appendix D: UCL Performance Improvement Plan**

This form must be used to keep a record of, to monitor and help to evaluate an employee's progress whilst implementing a plan for improving their performance.

|  |  |
| --- | --- |
| **Name of employee:** |   |
| **Employee's job title:** |   |
| **Department:** |   |
| **Manager:** |   |
| **Stage of process (delete as applicable)** | Stage 1 – Informal Meeting Stage 2 – First Formal MeetingStage 3 – Second Formal Hearing |
| **Section A: To be completed in all cases** |
| **Performance concerns:**      |
| **Please use the next section of this form to record discussions/decisions at the meeting/hearing, including:** * The issues discussed;
* Any agreed outcomes of the meeting, such as training; changes to working practices, contractual hours, and working conditions;
* The specific improvements in performance identified;
* Any other agreed actions;
* The terms and timescale within which improved performance will be measured and reviewed;
* The details of a future meeting at which the employee’s performance will be reviewed formally.
 |
| **Improvement(s) required (Objectives should be** [**SMART**](https://www.ucl.ac.uk/human-resources/setting-smarter-stretching-objectives)**).**  |
| **Performance improvement objective 1**    **Performance improvement objective 2****Performance improvement objective 3****Performance improvement objective 4** |
| **Section B: To be completed at second or third stage reviews. If first review move to Section C.** |
| **Identify specific areas where performance has improved since the last form was completed:** |
|      |
| **Identify any problems that still remain and the steps being taken to address these:** |
|      |
| **Summary of the extent of the employee's overall improvement:** |
|      |
| **Are any changes required to the Performance Improvement Plan? If yes, give details below. If no, write n/a:** |
|      |
| **Section C: To be completed in all cases** |
| **Employee's comments on the process so far and on any points noted above:** |
|      |
| **Employee's signature:** |   |
| **Manager's signature:** |   |
| **Date:** |   |