**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 Meeting  Stage 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:** |  |