

Performance Improvement Plan

- ↳ Clearly identify the specific areas in which the employee needs to improve and explain what your employee needs to do to improve and how they can do this, along with what support you will provide to them
- Give your employee a reasonable time to improve their performance and set a date for review
- ↳ Explain what may happen if your employee's performance does not improve
- ↳ Both you and employee should sign and keep a copy of the plan

Review Period (to and from):	
Employee name and position	
Manager name and position	
Review of current position including: <ul style="list-style-type: none"> • Sales/targets (if applicable) • Client activity (BD, meetings, account management) • Active jobs and status • Candidate activity (active & passive candidates, candidates in process) • Workload, calendar and day plan • KPI's/Ratios/Activity levels 	

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Performance Improvement Plan

Performance Enhancement Plan	
<p>Key Objectives to be met over the 4 week period including:</p> <ul style="list-style-type: none"> • Billings • Client focused • Active job focused • Candidate targets • Workload • KPI's/Ratios/Activity • Training • Behaviours/soft skills 	
<p>Action Plan to meet key objectives including training & coaching in a SMART format</p>	
<p>Managers support (how will they support the action plan)</p>	
<p>Weekly meetings to review (date and time)</p>	

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Review of Plan

Employee Update

- Overview of Key Objectives and Action Plan- what has been achieved and what is outstanding
- General feedback for the performance review period

Manager Feedback

- Manager comments (to be expanded on in session)

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Review of Plan

Next Steps from here

- Has the employee met the desired level of performance?
- If so, what are the next steps from here?
- If not, what are the next steps from here? Create a new PEP to detail out the new action plan

Signature of Employee

Signature of Manager

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