

**Section 1 – Employee Details:**

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| **Employee Name:** |  |
| **Job Title:** |  |
| **School/Directorate:** |  |
| **Time in Current Job:** |  |
| **Manager’s Name:** |  |
| **Manager’s Job Title:** |  |
| **Review Date:** |  |

**Section 2 – Performance Objective(s):**

**FORMAL CAPABILITY PROCEDURE**

**Performance Improvement Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| Expected Standard | Successful Actions | Additional Support/Training | Timeline |
| Describe what this performance looks like: | Detail the step by step actions the employee needs to take to meet the objectives: | What additional support and training is required to meet these objectives? | When can the improvement be achieved by? |
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Section 3 – Additional Comments:

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| **Staff Member:** |
| What support do you need from the University to achieve this (that hasn’t already been discussed)? |
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| Please list any other aspects that you would like to raise at the review meeting that have not been covered elsewhere. For example discussion around work-life balance, mental wellbeing, etc. |
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| **Line Manager:** |
| Next steps: Taking account of the above, please detail any further support that has been agreed (which hasn’t already been mentioned in Section 2) |
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Section 4: Review Date(s)

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| --- | --- | --- | --- |
| **Performance Improvement Plan Meeting Date(s):** | | | |
| Informal Discussion:  *(date)* | Formal PIP Created:  *(date)* | *Interim Review (1):*  *(date)* | *Interim Review (2): As required*  *(date)* |
| PIP End Date (final review):  *(date)* | | | |

Section 5: Interim Review(s)

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| **Review Comments:** |
| (include expected standard (as mentioned in Section 2), if this has been achieved or not. If not, how can this be done). |
| **Staff Member:** |
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| **Line Manager:** |
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Section 6: Final Review

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| **Review Comments:** |
| (include expected standard (as mentioned in Section 2 & 5), in progress towards meeting these expected standards.)  Note – if insufficient improvement throughout the Formal Capability Procedure has been made, or there is no alternative positions available, dismissal proceedings may be ivoked via a Formal Capability hearing. |
| **Staff Member:** |
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| **Line Manager:** |
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