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|  | **Identification and Improvement Plan**  |
| Employee:  |
| Principal:  |
| Other participants/ attendees:  |
| Conversation/ meeting location:  | Time:  |
| Status of performance conversation/ meeting:  | Date:  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Performance concern *(What performance consideration/s require improvement? What performance concern/s does the employee need to address?)* | Performance expectation *(What is the objective of the performance improvement process? What goal/s need to be met for performance to be considered satisfactory? How will this expected performance improvement be measured?)* | Resources available *(What existing or new support resources are available to the employee? How can these resources be accessed during the MUP process?)* | Timeline for improvement *(When is it expected that the employee will meet each performance expectation? Is a series of timelines required to demonstrate incremental improvement in performance?)* | Stage Two Assessment *(To what extent has the employee met expectations within given timelines?)* |
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**Agreed and signed/dated: Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NB: Where an employee refuses to sign the identification and improvement plan, refusal should be noted and a pdf copy of the signed agreement emailed to the employee.**