

**ERL Telecoms Services Limited**

**Performance Improvement Plan**

**Objective**:

* To clarify and quantify an employee’s performance expectations.
* To document the process and ensure timely feedback.

 **Scope:**

* Employees who have been rated “needs improvement or less “as per our rating during the review process.
* Employees who are consistently performing below-set standards for a period of 3 months.
* In case of behavioral issues, the complaint has to be reported in writing. The manager along with HR will conduct an inquiry to establish the same.

**Timeframe:**

The process will be conducted over a period of 3 months.

**Process:**

* Once the case has been established for the PIP to be instituted, HR along with the supervisor will inform the employee in writing and explain to the employee that he /she is being put on a PIP.
* The employee will be explained his / her current performance along with the expected performance parameters. The areas of improvement will also be made clear.
* The performance standards will be set for the employee along with the dates when performance will be reviewed.
* The employee will be made to understand that performance below the set standards is not accepted.
* All the participants in the meeting will record their comments.
* The performance will be monitored continuously and the same will also be communicated in the review meeting.
* At the end of the review period, the management will decide on further course of action.
* The decision will be communicated to the employee.

**Performance Improvement Plan**

|  |  |  |
| --- | --- | --- |
| **Employee Name: Uche Afam-Okocha** | **Position: DBA** | **Department: Technical** |
| **Evaluator: Ilori Yimika** | **Effective Date: 18th August 2021** | **End Date: 18th October, 2021** |

**Please state the areas where improvement is desired**

|  |  |  |
| --- | --- | --- |
| **Performance Targets** | **Status of Current Performance** | **Desired Output** |
| Attention to task details | Low | High |
| Duration to fulfill tasks | Below SLA | Within SLA |
| Proactive steps in troubleshooting | Low | High |
| Level of competence in creating workarounds | Low | High |
| Desire to put extra efforts to get task delivered | Low | High |
| Degree to which the markets database architecture is well understood | Low | High |
| Capacity to work under pressure | Low | Medium |

**Action Plan and Comments:**

|  |  |  |
| --- | --- | --- |
|  |  **Action Plan & Comments** | **Signature** |
| **Employee** |  |  |
| **Supervisor** | Follow up and get feedbacks | *yimika* |
|  |  |  |

**Feedback: FIRST MONTH REVIEW**

|  |  |  |
| --- | --- | --- |
|  | **COMMENT**  | **SIGNATURE** |
| **Employee** |  |  |
| **Supervisor** |  |  |

**Feedback: SECOND MONTH REVIEW**

|  |  |  |
| --- | --- | --- |
|  | **COMMENT**  | **SIGNATURE** |
| **Employee** |  |  |
| **Supervisor** |  |  |

 **Feedback: THIRD MONTH REVIEW**

|  |  |  |
| --- | --- | --- |
|  | **COMMENT** | **SIGNATURE** |
| **Employee** |  |  |
| **Supervisor** |  |  |

 **Review Feedback:**

Based on the overall performance rating, the supervisor should make a recommendation regarding employment *(tick one)*:

* Employee has made acceptable progress within this evaluation period and is recommended for continued employment.
* Employee has not made acceptable progress and is not expected to improve with additional time or training. Recommend termination.
* Employee resigned before completion of the review period. (It is important that HR receives the form even if employee has resigned).