**CHECKLIST: HOW TO ENSURE THE PERFORMANCE IMPROVEMENT PLAN IS FAIR AND REASONABLE**

Use this checklist to ensure that your performance improvement plan is fair and reasonable:

❏ Develop the plan after consulting with the employee.

❏ Allow the employee to have a support person present during the consultation if they request one.

❏ Clearly set out the goals to be achieved.

❏ Clearly set out how achievement will be demonstrated and measured.

❏ Give the employee sufficient time and support to achieve the goals set out in the plan.

❏ Include a warning of the disciplinary consequences, including possible dismissal, if the employee does not achieve the goals