|  |  |  |
| --- | --- | --- |
| Performance review meeting number | |  |
| Name of employee | |  |
| Date and time of meeting | |  |
| Attendees | |  |
| Date performance review commenced | |  |
| Performance issues (as described in original plan) | |  |
| Additional issues arising since the plan was written | |  |
| Feedback on performance improvement | |  |
| Employee’s comments | |  |
| Agreed actions | Employer |  |
| Employee |  |
| Date of next meeting | |  |
| Signed:  …………………………………………………………….  ***[Insert name of employee’s supervisor]*** | | Signed:  …………………………………………………………..  ***[Insert name of employee]*** |

**RECORD OF PERFORMANCE IMPROVEMENT PLAN REVIEW MEETING**