

**IN-CONFIDENCE**



**Office of the Information Commissioner  
Queensland**

## **PERFORMANCE IMPROVEMENT PLAN**

**Employee:**

**Position:**

**Unit:**

**Review Period:**

**From:**

**To:**

**Supervisor:**

**Reviewing Officer:**

# PERFORMANCE IMPROVEMENT PLAN

Employees are aware of the ethical behaviours required of them and the performance expectations of their position, by reference to:

- their position description
- their Personal Performance Plan including the capabilities, components and behavioural indicators of the Capability and Leadership Framework
- the Code of Conduct for the Queensland Public Service and the Public Sector Ethics Act 1994
- the Public Service Act 2008, in particular Part 3, the General Public Service Principles.

Provide specific timeframes and details of the critical action which needs to be taken by the employee in order to achieve the required improvement in performance or conduct. The Plan must document the remedial action to be taken, who is responsible for the action, and required outcomes.

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<b>Employee:</b>		<b>Supervisor:</b>	
Signature:	Date:	Signature:	Date:
<b>Reviewing Officer:</b>			
Signature:	Date:		