

PAP

Summary	This form should be used by the pub management team to highlight areas of concern in employees' behavior and to provide them with the support and opportunity to improve.
Completion	Ensure that this form is completed in the presence of the employee.
Reference	Performance management policy

Employees Name		Employee Number	
Job Title		Pub/Department	1251 - The Bottle of Sack
Managers Name		Managers Job Title	
Date			

Areas of Concern	Improvement/Standard Required	Deadline

Standards Met at PAP

Training and support to be given (include the person responsible for each item, eg the individual or their manager) and the deadline date/s for completion.

Possible outcome if no improvement by review

Date of Next Review			
Employee Signature		Managers Signature	