

Performance Improvement Plan

Employee name	Steven Jones	Manager name	Jane Smith
Job title	Sales Account Manager	Start date	1 March
Department	Sales	Agreed end date	1 August

Role expectations

What is the acceptable performance expected of the employee in this role?

- Consistently meet sales targets
- Growing the new customer pipeline
- Increase customer retention
- Increase closed deals

Areas of concern

In what areas of performance has the employee not met expectations, and what are the root causes of the issues?

- Not meeting sales targets
- Not adding new customers to the pipelines
- Spending insufficient time on cold calling prospects per week

Improvement goals

Define concrete goals that address the areas of concern and agree on milestones to meet the goals.

Goal and description	Milestone
Cold calling new prospects weekly	10 hours per week
Bring in new clients monthly	Set up 6 meetings per week
Retain existing clients	Set up 4 meetings per week
Close deals with end of sales funnel prospects	Set up 2 meetings per week

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Padhraic Smyth

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