PERFORMANCE IMPROVEMENT PLAN - INSTRUCTIONS

1. **Identify the Problem(s)**
   A. Document Performance Issues
      - Specific proof that the employee is underperforming
      - Information is objective, factual, and detailed
      - Documentation should include:
        - Relevant dates
        - Description of performance issues
        - Description of expected performance
        - Description of actual performance
        - Any rules and/or policies violated
   B. Talk to your employee about your concerns
      - Share observed issues of the employee’s performance
      - Use documentation to provide specific information
      - Let the employee know a specific policy and/or procedure has been violated
      - Explain to the employee how the behavior is affecting results of the job – department as a whole.

2. **Develop an Action Plan**
   A. Establish specific, measurable improvement goals for the employee.
      - Include numbers that can be measured later to assess progress
   B. Provide a list of available resources.
      - Training opportunities, training materials
      - Supervisor expertise
      - Mentor
   C. Create a timeline to achieve performance improvement goals.
      - Start date and end date
      - Usually 30 – 90 day period
      - Identify dates to meet with the employee to discuss progress
   D. Identify the metric that will be used to measure progress
      - Be specific on how you will evaluate progress

Last Updated: 9/1/2022
E. State the intended consequences following the completion of the performance improvement plan.
   • Employee will be on probation until ____________
   • If performance improvement goals are not achieved in the time specified, progressive disciplinary action will follow, up to and including termination.

F. Review performance improvement plan with employee.
   • Ensure that the employee understands the terms of the performance improvement plan.
   • Provide the employee with a copy of the performance improvement plan.
   • Allow the employee to respond and give feedback.
   • Make any necessary adjustments to the plan.
   • Get verbal affirmation from the employee of their comprehension of the terms of the plan.
   • Sign off on the plan with your employee to acknowledge its receipt and review.

3. **Follow-Up with Employee**
   A. Observe the employee and document progress.
      • Measure the employee’s progress towards meeting goals of the performance improvement plan.
      • Provides you with objective evidence of the employee’s progress and help in sharing feedback to the employee.

   B. Meet with employee regularly to discuss progress.
      • Daily, bi-weekly, monthly – holds employee accountable for improving performance.
      • Allow employee to ask questions, seek help/guidance/clarification.
      • Offer suggestions and advice to help the employee.

   C. Assess the effectiveness of the performance improvement plan
      • Is the employee making reasonable progress?
      • Does the time period need extended?
      • Are the goals too difficult to attain?

4. **Take Action**
   A. Performance Improvement Plan Works
      • Provide positive feedback to the employee.
      • Remove the employee from the performance improvement plan.

   B. Performance Improvement Plan Does Not Work
      • Follow the actions outlined in the performance improvement plan.
## Performance Improvement Plan (PIP)

<table>
<thead>
<tr>
<th>Name of Employee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td>PIP Start Date</td>
<td></td>
</tr>
<tr>
<td>PIP End Date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task / Problem Area of Responsibility</th>
<th>Improvement Objective / Action Plan</th>
<th>Expected Outcome &amp; Timeline</th>
<th>Resources / Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Specific tasks, behavior, responsibilities)</td>
<td>(Specific performance improvement to meet expectations/goal)</td>
<td>(Timeline to achieve performance improvement goal)</td>
<td>(Training, coaching sessions)</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Review Date</td>
<td>Progress/Outcome: Met/Not Met/Partially Met</td>
<td>Progress / Outcome Follow-Up</td>
</tr>
<tr>
<td>---</td>
<td>-------------</td>
<td>---------------------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

During the period of the PIP, the employee will be monitored to assess if appropriate improvement is being made. If the expected progress/outcomes are not achieved, further progressive disciplinary action may occur, up to and including termination.

Reviewed and Accepted by:

Employee’s Signature ___________________________ Date ________________

Review Completed by:

Supervisor’s Signature ___________________________ Date ________________