

Instructions for Performance Improvement Plan (PIP)

A PIP is used to provide additional structure, guidance, and support to an employee in an effort to resolve performance issues. It is a tool to give employees with performance deficiencies the opportunity to succeed.

Developing A Performance Improvement Plan (PIP)

An improvement plan should include the following:

- Information on what acceptable performance levels are and how the employee's current performance is deficient.
 - Specifics regarding the unacceptable performance should be given, including dates and detailed explanations.
 - You may consider attaching the job description and any relevant policies to clarify further expectations.
- Specific measurable goals and objectives with a timeline to meet them
- Guidance on what the supervisor will do or provide to help the employee in achieving the goals listed in the PIP.
 - May include additional training, resources, or coaching by supervisor or management.
- Details on how often the manager and employee will meet to discuss progress on the PIP.

Initial PIP Meeting with Employee

- Meet with the employee to discuss the PIP
- Highlight the ways in which the employee's performance deviates from expectations and the impact to the department
- Let the employee know the potential outcomes following the completion of the PIP
- Review corrective measures
- Encourage the employee to give feedback to help identify any areas of confusion or concern.
- Make any changes to the PIP based on the employee's feedback
- Let the employee know that there will be regular check-in meetings during the time period for the employee.
- Once the PIP is reviewed and given final approval by HR, send letter informing employee of PIP Initiation with PIP attached.

Check-ins with the Employee

- Supervisors should regularly schedule check-in meetings with the employee to monitor progression on the PIP
- Discuss and document any progress towards goals
 - This may include identifying why improvements have or have not been made. If additional resources are needed to make improvements, provide them as soon as possible.
 - Let the employee know of any ongoing concerns

Concluding the PIP

- Once the employee meets the goals outlined in the PIP, even if it's before the expiration date of the plan, the supervisor can formally close the PIP.
- If the employee does not improve or meet the goals in the PIP, the PIP can be closed and other options can be explored regarding the employee's employment.