

PERFORMANCE IMPROVEMENT PLAN

Addressing Employee Performance Issues with a Performance Improvement Plan:

A written Performance Improvement Plan (PIP) should be developed for an employee whose performance is in any way unsatisfactory.

The Performance Improvement Plan should identify:

1. The particular areas of performance in need of improvement
2. Specific steps the employee should take to improve performance, including ways that you as the supervisor will assist or support the employee
3. The timeframe by which improvement is expected
4. Date of an interim evaluation to discuss and assess progress on the Performance Improvement Plan. Do not wait until the next regularly scheduled annual Performance Assessment to determine whether progress is being made.
5. Contact Human Resources for assistance in completing the PIP.

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TO: _____ DATE: _____

FROM: _____

DEPARTMENT/SCHOOL: _____

On _____ we discussed the problem area(s) associated with your performance. Despite efforts made to correct the problem(s), the area(s) of deficiency continue(s) to exist and your performance is not yet acceptable. This memorandum is intended to ensure that you understand the level of performance expected of you and the possible consequences of not meeting the conditions of the Performance Improvement Plan as outlined below:

Area(s) of unacceptable behavior and/or job related poor performance:

Standard(s) or criteria for acceptable behavior and/or job performance:

Employee's responsibility:

Supervisor's responsibility:

This Plan will be mutually reviewed on: _____
[Date(s)]

This Plan will be completed by: _____
[Date]

I will meet with you within 5 working days following the conclusion of the Performance Improvement Plan. You will be advised of my assessment of your efforts to improve, and you will also be advised of your employment status. Failure to improve satisfactorily may result in disciplinary action, up to and including termination.

Supervisor: _____

Employee: _____

cc: Personnel File