



## Performance Improvement Plan (PIP)

### Overview

The Performance Improvement Plan (PIP) is a tool designed to assist employees with 1) understanding job responsibilities 2) reaching the expected standards of productivity and 3) developing realistic workplace goals for continued success. It could be used to supplement the performance evaluation, corrective action, or stand alone.

---

### Guidelines

The goal setting stages for both the employee and supervisor should follow the SMART strategy: ***Specific, Measurable, Attainable, Relevant and Time-bound***. A confidential in-person introductory meeting should be held with the employee to explain the reason, process, and potential consequences of insufficient performance. It is recommended to have a HR Representative review the PIP prior to initializing. The PIP depends on open-communication to identify barriers and to establish accountability.

- **Section I – Employee Self Goal Worksheet (*optional*)**  
The employee has an opportunity to present his or her workplace goals. This is an optional form that can be used to also assist the supervisor with the Action Plan. It is ideal to give this form to the employee during the PIP introductory meeting.
- **Section II – Action Plan**  
The supervisor uses SMART strategy to create a form for the employee that sets key requirements with time sensitive expectations for successful completion. Schedule a follow up meeting with the employee for progress updates. If reasonable, consider if the employee will need additional resources, time, training or coaching to meet all objectives. The typical timeframe to complete the PIP is 30-90 days. Print copies of this section if extra space needed.
- **Section III – Final Review**  
After the PIP timeframe has elapse, evaluate all progress made towards successful completion. Once the employee has satisfied the PIP requirements the file should be closed and delivered to HR or stored in locate personnel files. If determined the employee has not meet expectations, the supervisor may extend the PIP timeframe and/or initiate the progressive discipline process (contact HR for more information).

Suggested Attachments (if available)

*\*Job description posting \*Most recent performance evaluation\* Supportive documentation.*



# SECTION I

## Employee Self Goal Worksheet

Employee Name:

Position Title:

Employee ID:

Division:

1. Workplace goals:

2. Strategies and steps to reach goals (*ex- a specific training*):

3. Areas of strength:

4. Areas in need of improvement:

5. Other career or personal goals:

Employee Signature: \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

HR Rep/Management Signature \_\_\_\_\_

Date \_\_\_\_\_

## SECTION II

### Action Plan

Employee Name:

Position Title:

Employee ID:

Division:

Supervisor Name:

Supervisor's Title:

ASSIGNMENT	ASSIGNMENT COORDINATED BY	EXPECTATIONS	DUE DATE

***\*\*Failure to successfully complete the PIP may result in progressive disciplinary action***

Employee Signature: \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

HR Rep/Management Signature \_\_\_\_\_

Date \_\_\_\_\_

### SECTION III

#### Final Review

Employee Name:

Position Title:

Employee ID:

Division:

Supervisor's Notes:

Performance Improvement Plan Conclusion:

PIP Complete

PIP Extension  Next final review date

\*\*PIP Failed

***\*\*Failure to successfully complete the PIP may result in progressive disciplinary action***

Employee Signature: \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

HR Rep/Management Signature \_\_\_\_\_

Date \_\_\_\_\_