

Performance Improvement Plan

- The Performance Improvement Plan (PIP) is a written plan designed to document and clarify the work performance to be improved.
- It is implemented when previous counseling has failed to produce the desired performance improvement by the staff member.
- The supervisor will monitor and provide feedback to the staff member regarding his or her performance on the PIP and may take additional action, if necessary.
- The supervisor should review the following six items with the employee when using the PIP document:
 - State performance expectations or goals.
 - State that the level of performance expectation must be performed on a consistent basis.
 - Identify an action plan for achieving the performance expectation and specify the support and resources you will provide to assist the staff member.
 - Communicate your plan for checking progress – specify meeting times, with whom and how often.
 - State the expected results in measurable terms.
 - Specify possible consequences if performance standards are not met.
- In all cases, it is recommended that the supervisor's supervisor and Human Resources review the plan. This will ensure consistent and fair treatment of employees across the University.