



Performance Improvement Plan (PIP)

1. What is a Performance Improvement Plan (PIP)?

- Communication tool designed to facilitate constructive discussion between employee and supervisor
- Used to identify areas for improvement, establish formal check-ins, and record employee's progress

2. When might you consider initiating a PIP?

- When formal performance appraisal resulted in “below competent and effective” in any area or any time performance falls below expectations
- At discretion of supervisor when it becomes necessary to help staff member improve their performance

3. What is the recommended timeframe for a PIP?

- Total time: 3-6 months
- Rating periods: 1-2 months in length
 - Considerations: Long term projects, daily activities, seasonal work
- May be extended due to employee taking leave or suspension

4. What are the elements of PIP?

- **Purpose Statement**
 - Why the PIP is being initiated
 - Duration of PIP
 - Schedule check-ins between supervisor and employee
- **Performance Improvement Area/Issue**
 - Clearly identify the area(s) that need improvement (current performance)
- **Goal(s)**
 - Write specific and measurable goals (desired performance)
 - Employee should know exactly what they need to do to improve performance
- **Period start and end dates**
 - Schedule regular check-ins between supervisor and employee
- **Ratings & comments for each period**
 - Give specific examples of how the employee met or did not meet the goal during each period, then give specific examples of training, assistance, and coaching that was provided to the employee
- **Signature Page**
- **Period Summary Statements**
 - Give statement about the period as a whole:
 - Areas that have improved, areas that still need improvement, and specific actions for next period
- **End of Final Review Period**
 - If the employee meets expectations, then officially complete the plan
 - If the employee is starting to show improvement, the PIP can be extended
 - If the employee does not improve performance, consider appropriate level of discipline or recommend dismissal