

Performance Improvement Plan (PIP) Overview

Elements of a PIP

Here are a few things you should consider when writing a PIP:

1. **Describe why the PIP is needed:** This can be a brief statement describing the performance expectations and how underperforming can impact the department.
2. **Identify the problem(s):** List all performance issues with examples and evidence to support your statements.
3. **Create measurable objectives:** Explain how the employee should correct their performance and include any resources the employer will provide, such as training, mentoring or regular meetings with their supervisor.
4. **Come up with a schedule:** Add a timeline and deadline by which these issues should be corrected.
5. **State the consequences:** Outline potential consequences and disciplinary action for failing to meet PIP expectations.

Reviewing the PIP

Review the PIP draft, preferably with an HR representative, before discussing it with the employee. Remember, a successful PIP should be designed to help the employee rather than serve as a tool of punishment.

When reviewing the performance plan, check for several important things:

- Ensure the plan doesn't have any non-performance related bias against the employee.
- Ensure the objectives are fair and the timeframe is reasonable.
- Ensure the employee has been given the proper tools and training.

Implementing the PIP

After drafting the performance improvement plan, take these steps to implement it:

- **Meet with the employee to discuss the PIP:** Since conversations around PIPs can be delicate, meet with the employee in-person to discuss it. PIPs are confidential so any discussion should be out of earshot of other employees.
- **Communicate the goals and timeline to the employee:** During the meeting, lay out the goals and timeline to the employee to give them targets to work toward.
- **Give the employee an opportunity to ask questions and receive clarification:** The performance improvement plan should be a joint effort. Clarify any questions the employee may have so they understand what your expectations are and how they can meet them.

This document is for guidance only and may be modified as needed

Monitoring employee progress

Track your employee's progress toward meeting the goals outlined in the PIP. Schedule follow-up meetings to monitor their efforts and check in regularly to address any new questions or concerns to help employees feel motivated and supported.

At the end of the PIP's timeframe, schedule a final meeting to discuss the outcome. If they failed to meet your expectations, consider implementing a second PIP or carrying out disciplinary action according to your department's policies.

----- EXAMPLE PIP TEMPLATE -----

Employee Name: [INSERT NAME]

Personnel Number: [INSERT PN]

This Performance Improvement Plan (PIP) outlines the areas where your performance has not met expectations, specifies the level of performance required, and gives you an opportunity to achieve these expectations within a specified timeframe. The goal is to support you in improving your performance and succeeding in your role. Failure to meet any goal may result in disciplinary action up to, and including, termination.

Performance Issues

As we discussed, this document serves to provide you with a plan to correct your performance in the following areas (list all performance issues out):

I. Issue 1: [Description of Performance Issue]

Current Performance: [Detailed description of how the employee is currently performing in this area]

Expected Performance: [Clear, measurable expectation]

Specific Improvement Goal: [Detailed, measurable goal]

Deadline: [Specific date—typically 30, 60, or 90 days]

II. Issue 2: [Description of Performance Issue]

Current Performance: [Detailed description of how the employee is currently performing in this area]

Expected Performance: [Clear, measurable expectation]

Specific Improvement Goal: [Detailed, measurable goal]

Deadline: [Specific date—typically 30, 60, or 90 days]

This document is for guidance only and may be modified as needed

III. Issue 3: [Description of Performance Issue]

Current Performance: [Detailed description of how the employee is currently performing in this area]

Expected Performance: [Clear, measurable expectation]

Specific Improvement Goal: [Detailed, measurable goal]

Deadline: [Specific date—typically 30, 60, or 90 days]

Action Plan

To support your improvement, the following steps and resources will be provided:

Training and Development:

- [Description of training sessions, courses, or materials]
- [Dates and times for training sessions]

Coaching and Mentoring:

- [Details of who will provide coaching/mentoring and the frequency]
- [Specific goals for each coaching session]

Regular Feedback and Monitoring:

- Weekly Meetings: [Day/Time]
- Progress Reviews: [Dates for mid-point and final reviews]

Support and Resources

-Supervisor Support: Regular check-ins to provide guidance and answer questions.

-Peer Support: [Details of any peer support, if applicable]

- Additional Resources:

[Any additional resources such as reading materials, online courses, etc.]

Consequences of Non-Improvement

Failure to meet the performance expectations outlined in this PIP may result in further disciplinary action, up to, and including, termination of employment.

This document is for guidance only and may be modified as needed

Employee Acknowledgment

I acknowledge that I have received this Performance Improvement Plan and that it has been discussed with me. I understand the areas of performance that need improvement, the expected level of performance, and the support provided to help me achieve these goals.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Note This template can be customized based on specific agency needs and the performance issues being addressed.