

Guidelines for a Performance Improvement Plan (PIP)

Fundamentally, a PIP is a structured communication tool designed to facilitate constructive discussion between the employee and the supervisor. An effective PIP will:

- Specifically identify the performance to be improved or the behavior to be corrected.
- Provide clear expectations and metrics about the work to be performed or behavior that must change.
- Identify the support and resources available to help the employee make the required improvements.
- Establish a plan for reviewing the employee's progress and providing feedback to the employee for the duration of the PIP.
- Specify possible consequences if performance standards as identified in the PIP are not met.

Key elements:

1. Describe why the plan is necessary
2. Identify the Problem to be corrected
 - a. Be objective
3. Explain expected outcomes and measures of effectiveness
 - a. Be specific
 - b. Be measureable
 - c. Set timelines
4. Describe available resources
 - a. Consider supervisor's role
 - b. Role of other staff
 - c. Training and development opportunities
5. Describe the consequences for failure to demonstrate change as described in the document
 - a. Be specific
6. Outline plan for periodic follow up
 - a. Follow up should be in writing
7. Obtain Signatures of participants in the meeting and PIP development
8. Copy to personnel file and employee

Performance Improvement Plan

Date:

Attendees:

Topic:

This Memorandum will address some areas of concern that have recently been raised relating to your job performance and conduct in the office.

Areas of Concern

- 1.) Treatment of staff
 - a. Coworkers and subordinates report that they feel that they are being subjected to inappropriate comments and an unprofessional attitude from you.
- 2.) Written communications
 - a. Written communications contain errors, including typographical errors, incomplete thoughts, unclear content, and unprofessional subject matter, including excessively personal information.
- 3.) Interpersonal interactions
 - a. Other departments have reported that you are occasionally unprofessional in your demeanor.

Areas for Improvement

The above areas are critical areas for [insert job description] and performance in these areas must be improved in order for you to be effective in your position. Resources exist to assist in these areas, including support from me, administrative staff, and others.

Plan for Improvement

I would suggest that we meet bi-weekly to discuss your concerns and ways in which the team can offer support in these areas to minimize issues.