**Instructions for Establishing a Performance Improvement Plan:**

1. The supervisor will review the performance standard(s) under consideration for the PIP meeting and outline the first section.
2. The supervisor will review the employee’s performance problems relating to the performance standard(s) – describe in detail the area(s) of deficiency. Be objective and note specific examples.
3. The supervisor will determine, in consultation with the employee, what steps the employee needs to take to correct the performance problem.
4. The supervisor will review the PIP with his/her manager and the human resources director.
5. The supervisor will meet in a confidential setting and review the performance standard(s), the employee’s related performance problem(s), and outline the corrective actions. The supervisor will seek and consider the employee’s input to modify the corrective action statements as appropriate. The supervisor and employee will establish reasonable, mutually agreed upon timelines for improved performance expectation. This section of the PIP will then be completed by the supervisor.
6. The supervisor will establish consequences for failure to meet and sustain improved performance if a stepped-approach is appropriate, reserving a more progressive approach as necessary.
7. The supervisor will obtain the employee’s signature and date on the form indicating agreement with the PIP.
8. Periodic review will be conducted on a regular basis with employee. The supervisor and employee will initial each progress review.
9. The form will be retained by the supervisor during the duration of the PIP. At the end of the PIP period, the supervisor will determine if the PIP was satisfactorily completed or if further corrective action is required (please contact HR). Upon completion of the PIP, the original will be placed in employee’s file. Manager will send memo to HR stating plan is complete and employee is meeting performance expectations.
10. The PIP is not intended to be an employment contract or guarantee of continued employment.

**Performance Improvement Plan Template**

**Academic Non-Instructional and University Staff**

**Employee Name: Meeting Date:**

**Supervisor Name: Plan Duration: [ ]  6 mo. [ ]  12 mo.**

**Standard(s) of Performance Reviewed:** (check all that apply):

|  |  |  |
| --- | --- | --- |
| **Area of Focus** | **Example/Details of Deficiency/Concern** | **Plan for Improvement** |
| **[ ]** Adaptability/Flexibility  |  |  |
| **[ ]** Collaboration/Teamwork |  |  |
| **[ ]** Communication |  |  |
| **[ ]** Creativity/Innovation  |  |  |
| **[ ]** Customer Focus  |  |  |
| **[ ]** Dependability/Reliability  |  |  |
| **[ ]** Ethics  |  |  |
| **[ ]** Initiative  |  |  |
| **[ ]** Interpersonal Relations  |  |  |
| **[ ]** Job Knowledge  |  |  |
| **[ ]** Judgment |  |  |
| **[ ]** Technology Skills |  |  |
| **[ ]** Other:  |  |  |

**Signatures:**

Employee: Date:

Supervisor: Date:

Human Resources: Date:

**For HR Use Only**

Employee has **[ ]  Met Expectations [ ]  Not Met Expectations** Date: ­