



PERFORMANCE IMPROVEMENT PLAN (PIP)

Instructions for Supervisors

The purpose of the Performance Improvement Plan (PIP) is to raise the employee's performance/behavior to an acceptable level for success at Tuskegee University. Supervisors will help initiate the employee improvement by providing:

- A summary of key areas requiring improvement;
- An explanation of the organizational impact of the current performance;
- A review of expectations for improved performance and the means of measurement to be used; and
- An outline of key goals, development steps, measures of success, timeframe/check-in points, and summary of results.

Key areas of Improvement

Key areas of improvement should include major performance areas requiring improvement or change. Some examples are listed below.

Performance

- Employee failed to complete the fundraising project
- Employee overspent his/her budget by \$5000

Behavior

- Employee is habitually late for work
- Employee is consistently rude to customers

Business Impact

The business impact section outlines how the employee's current level of performance is having a negative impact on organizational results. For example:

- Impact on delivery of services
- Impact on team
- Impact on department success

Performance Improvement Plan

Supervisor will create a Performance Improvement Plan for employees to follow in order to improve their current performance/behavior. In the performance column, the supervisor should describe the area(s) of improvement the employee needs to focus on. The supervisor should also list specific goals (s) the employee should complete to improve their performance. The action steps column is for the supervisor to explicitly describe the improvement strategy and specific steps necessary for the employee to improve performance. The timeframe and measures column is for the supervisor to list meeting dates for the employee and supervisor to discuss the improvement action plan and to list measures that will be used to determine if the employee has completed their goal. The result column is for the supervisor to record the employee's results and list completion dates. It may be necessary for the supervisor to use additional space to record the results. The results column can include positive and/or negative comments.

The supervisor and employee should keep a copy of the plan.



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Below is an example of an Improvement Action Plan.

Behavior Goals

- Arrive at work on time
 - Employee will arrive at work on time for 30 days.

Action Steps

- Determine factors that cause tardiness
 - Devise a plan to alleviate those factors
 - Create a schedule that will help employee arrive on time

Timeframe/Measure

- 30 Days
- Number of days employee arrived on time

Results

- 1/7/2006-Arrived to work on time 1/1/- 1/7
- 1/21/2006-Arrived to work 45 minutes late on 1/17 and 1/19
- 1/31/2006-Arrived to work on time 1/21-1/31



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PERFORMANCE IMPROVEMENT PLAN

Employee's Name: _____

Department: _____

Date: _____

Because of your documented performance/behavior, we will implement a Performance Improvement Plan (PIP) for the next 30/60/90 days. The purpose of the Performance Improvement Plan is to help you succeed at Tuskegee University by providing you with the following:

- A summary of your key areas of improvement;
- An explanation of the organizational impact of your current performance.
- A review of the expectation for improved and sustained performance and consequences if they are not met; and
- An outline of your key goals, development steps, measures of success timeframe/check-in points and summary of results.

Key Areas for Improvement

Your current performance is at an unacceptable level. Specifically, you are not achieving performance standards in the following:

- Area 1- _____
- Area 2 - _____
- Area 3- _____

Impact of Current Performance

Your current level of performance is having a negative impact on organizational results. Specifically;

(Outline impact on delivery of services, team, department success, etc.)

Expectations and Consequences

The purpose of this plan is to assist you in improving your performance/behavior and enabling you to become a more effective employee. At the conclusion of this document, you will find a Performance Improvement Plan. Using this plan as a guide you and I will meet (____ weekly



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or _____biweekly) to assess and monitor your progress. While this plan focuses on specific areas of improvement, it is my expectation **that you will perform all responsibilities of your role in an acceptable manner.**

In the event that the goals outline in your Performance Improvement Plan are not met within the timeframe and check-in points indicated, **further disciplinary action may be taken which includes up to and including termination.** This Performance Improvement Plan may be amended, extended or abbreviated as necessary. It is expected that the improved performance/behavior will be sustained on an ongoing basis after completing this plan.

Signatures

Supervisor's Signature_____ **Date**_____

2nd Level Supervisor's Signature_____ **Date**_____

I understand the contents of this Performance Improvement Plan (PIP) and I also understand that I will have the opportunity for discussion of my progress during the time period(s) as indicated on the PIP.

Employee's Signature_____ **Date**_____

(The employee's signature indicates that he/she has read this Performance Improvement Plan, but does not necessarily indicate agreement.)

The supervisor and employee should each keep a copy of this plan.



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Performance (Area(s) for improvement and specific performance/behavior goals)	Action Steps (Describe improvement strategy and list specific steps)	Timeframes and Measures (Time period and measure of success/improvement)	Results (Dates of update and results)