



The following Performance Improvement Plan (PIP) is designed to guide and assist the subject employee in bringing performance to a level that at least meets the performance expectations of the subject position. Employee is advised that failure to meet performance expectations may result in disciplinary action, up to and including dismissal.

## PARTICIPANTS

Employee: Last Name	First Name	M.I.	Position Title	EHRA/SHRA
Working Title			Department/Division	
Supervisor: Last Name	First Name	M.I.	Title	
Hire Date	Last Evaluation Date and Rating		Disciplinary Status (1st Warning, 2nd Warning, etc.)	

**PERFORMANCE REVIEW** – Performance Year Ending \_\_\_\_ (year)      **PIP Period:** from \_\_\_\_-\_\_\_\_-\_\_\_\_ to \_\_\_\_-\_\_\_\_-\_\_\_\_

Performance Year Beginning \_\_\_\_-\_\_\_\_-\_\_\_\_ Ending \_\_\_\_-\_\_\_\_-\_\_\_\_      Performance Length: \_\_\_\_ Months

PIP Performance will be reviewed weekly Beginning \_\_\_\_-\_\_\_\_-\_\_\_\_ Ending \_\_\_\_-\_\_\_\_-\_\_\_\_

Review will be documented in a PIP Review Report completed by the Level 1 Manager/Supervisor

Final review will be conducted on \_\_\_\_-\_\_\_\_-\_\_\_\_

## PIP RESPONSIBILITIES

Employee	Manager / Supervisor	HR Business Partner
<ul style="list-style-type: none"> <li>• Meet the performance expectations outlined in this document</li> <li>• Report immediately to the reporting officer any circumstances that may impact on the employee's ability to meet the expectations.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct periodic review meetings for the duration of the plan</li> <li>• Document progress in a PIP Review Report.</li> <li>• Provide honest, constructive, timely feedback and reasonable support on an ongoing basis.</li> <li>• Identify and provide any additional and reasonable resources, training, and assistance the employee requires to achieve satisfactory performance.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that the process identified in this document is adhered to in accordance with the principles of natural justice, namely:               <ul style="list-style-type: none"> <li>...That the decision maker is free from bias, objective, and has no personal interest in the matter being decided; and</li> <li>...That the employee is advised of the allegations and has the opportunity to present their case before a decision is made.</li> </ul> </li> <li>• Address any issues that arise from this process.</li> </ul>

## PERFORMANCE ISSUES BEING ADDRESSED

In this section, note the current performance issues to be addressed under the plan for performance improvement.

Performance Issue 1:
Performance Issue 2:
Performance Issue 3:
Performance Issue 4:

\* Use subsequent page(s) to detail the performance expectations (quality/quantity and timelines) for each of these performance issues \*

**PERFORMANCE ISSUE DETAILS**



## Corrective Actions Details

I HAVE READ THIS PERFORMANCE IMPROVEMENT PLAN AND ACKNOWLEDGE RECEIPT BY SIGNING BELOW:

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Printed Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Business Partner Printed Name

\_\_\_\_\_  
HR Business Partner Signature

\_\_\_\_\_  
Date



## Development Plan Details

I HAVE READ THIS PERFORMANCE IMPROVEMENT PLAN AND ACKNOWLEDGE RECEIPT BY SIGNING BELOW:

---

Employee Printed Name	Employee Signature	Date
-----------------------	--------------------	------

---

Supervisor Printed Name	Supervisor Signature	Date
-------------------------	----------------------	------

---

HR Business Partner Printed Name	HR Business Partner Signature	Date
----------------------------------	-------------------------------	------



---

**Weekly Checkpoint - Notes**

**Week 1** to

**Week 2** to

**Week 3** to



---

**Weekly Checkpoint - Notes**

**Week 4** to

**Week 5** to

**Week 6** to



**Weekly Checkpoint - Notes**

**Week 7** to

**Week 8** to

**Week 9** to





## Weekly Checkpoint - Notes

**Week 10** to

**Week 11** to

**Week 12** to