

PERFORMANCE IMPROVEMENT PLAN (PIP)

A Performance Improvement Plan is required of employees whose performance evaluation overall rating is at or below **2.5** or when expected behaviors and/or expected job responsibilities are not being met. When necessary, performance improvement plans may be implemented throughout the year, not just in conjunction with annual performance evaluations. The Performance Improvement Plan lasts for a maximum of six months from the PIP beginning date.

Employee Name

Employee Title

Supervisor Name

PIP Beginning Date

PIP Ending Date

Rationale for PIP

Overall Evaluation Rating - Overall Score _____

Substandard Behavior(s) and/or Job Performance

INSTRUCTIONS FOR SUPERVISOR

List below each behavior and/or job responsibility in need of improvement. For each entry, provide a description of the improvement required and a timeline for resolution. Once the PIP has been implemented, ongoing dialogues (weekly or biweekly) should be conducted with the employee until expectations are at an acceptable level of performance.

Progress review to be held _____ beginning _____ .

Substandard Behavior/Performance *(Describe the employee's substandard behavior/performance, required improvements, and specific steps needed to meet expectations.)*

**#1 SUBSTANDARD BEHAVIOR/
PERFORMANCE**

IMPROVEMENT REQUIRED

**ACTION STEPS TO ACHIEVE
IMPROVEMENT**

**DATE TO BE
RESOLVED**

**#2 SUBSTANDARD BEHAVIOR/
PERFORMANCE**

IMPROVEMENT REQUIRED

**ACTION STEPS TO ACHIEVE
IMPROVEMENT**

**DATE TO BE
RESOLVED**

**#3 SUBSTANDARD BEHAVIOR/
PERFORMANCE**

IMPROVEMENT REQUIRED

**ACTION STEPS TO ACHIEVE
IMPROVEMENT**

**DATE TO BE
RESOLVED**

Substandard Behavior/Performance (Describe the employee's substandard behavior/performance, required improvements, and specific steps needed to meet expectations.)

**#4 SUBSTANDARD BEHAVIOR/
PERFORMANCE**

IMPROVEMENT REQUIRED

**ACTION STEPS TO ACHIEVE
IMPROVEMENT**

**DATE TO BE
RESOLVED**

**#5 SUBSTANDARD BEHAVIOR/
PERFORMANCE**

IMPROVEMENT REQUIRED

**ACTION STEPS TO ACHIEVE
IMPROVEMENT**

**DATE TO BE
RESOLVED**

**#6 SUBSTANDARD BEHAVIOR/
PERFORMANCE**

IMPROVEMENT REQUIRED

**ACTION STEPS TO ACHIEVE
IMPROVEMENT**

**DATE TO BE
RESOLVED**

NOTES FOR EMPLOYEE

The University of Houston-Downtown values you as an employee, and the intent of this PIP is to assist you in improving your areas of deficiency. This process requires a commitment towards improvement. Failure to achieve the expected improvements will lead to disciplinary action, up to and including termination. Improvement must occur immediately and must be maintained. If any portion of this improvement plan is violated at any time during the specified timeframe, disciplinary action, up to and including termination, may occur.

Please print and sign as required.

Approvals:

Supervisor

Date

Next Level Supervisor

Date

Employee Relations
Officer or Designee

Date

EMPLOYEE ACKNOWLEDGEMENT

By signing this document, you acknowledge receipt of this notice and the resulting action; however, your signature does not necessarily indicate that you agree with its content.

Employee Signature

Date