Performance Improvement Plan (PIP) Progress Assessment Instructions

A Performance Improvement Plan (PIP) is a structured approach designed to help employees enhance their skills, productivity, and overall job performance. This assessment guide provides a comprehensive framework for evaluating progress, identifying key areas for development, and implementing actionable strategies for success. By fostering clear communication, setting measurable goals, and offering targeted support, the PIP serves as a valuable tool for both employees and managers to drive professional growth and organizational success. This guide will outline the essential components of a PIP assessment, ensuring a fair, transparent, and effective improvement process. The PIP plans also include but is not limited to:

- Clarify expectations
- Provide targeted support
- Encourage accountability
- Promote retention and professional development
- Document performance issues
- Build a positive work environment

1. When implemented appropriately and timely, a PIP should align the employee's performance with the university and manager's expectations and improve the overall employer-employee relationship. The following are general guidelines and best practices that should be employed when considering and crafting a PIP. When an employee's performance, competency, or behavior falls below 'meets expectations' on the annual performance review, or when this is observed by the manager for a sustained period outside of the performance review cycle, the manager should complete the Performance Improvement Plan Form. This is an online form that is submitted to HR's employee relations team. When received, the team will conduct a review of the form. When completing the form, be sure to include:

    a. Each area (performance, competency, or behavior) for which the employee was rated substandard (e.g., any rating below 'meets expectations').
    b. Examples, details, and rationale for your assessment
    c. Goals/Success measures
    d. Milestones; and
    e. Timeline for completion (typically 30, 60, or 90 days)
    f. Upon submission, the manager will receive a confirmation email noting that the form was submitted. The manager should then email er@uhd.edu to set a date for an initial meeting between the manager and employee relations. This

initial meeting will serve as the intake process, so prepare to discuss the documentation and examples provided.

2.   Once the PIP is finalized, schedule a meeting with the employee. This meeting serves as notice to the employee that they are being placed on the PIP, and allows the opportunity for clarifying the associated terms, duration, and timelines. Note that a PIP is not in effect (does not officially 'start') until the employee is notified.

3.   Following the meeting, both the employee and the manager will be sent a SharePoint workflow task via email to acknowledge the PIP.

4.   While on the PIP, the manager and employee should continue to check in/meet regularly to discuss the employee's progress towards goals and/or success measures.

5.   For the duration of the PIP, the employee and the manager will be able to submit up to 5 progress report forms.
    a.   The manager will complete the Performance Improvement Plan Progress Assessment for Supervisor, indicating whether the employee has achieved the required improvements (i.e., no or unacceptable improvement made, limited improvement made, or significant improvement made).
    b.   The employee will complete the Performance Improvement Plan Progress Assessment for Employee indicating their progress for the required improvements (i.e., no or unacceptable improvement made, limited improvement made, or significant improvement made).

6.   One day before the PIP end date, the manager will be sent a task via email requiring them to state the results of the PIP (indicating whether the employee has achieved the required improvements).
    a.   If the employee successfully completed the PIP, the PIP would end.
    b.   If the employee **did not** successfully complete the PIP, the manager should initiate a termination of employment by completing the Notice of Dismissal of Employment form and submit it to the Employee Relations Officer or HR Designee for review.
    c.   Either action will be reviewed and approved by the respective HR official.