



Using a Performance Improvement Plan (PIP) Successfully

1. Evaluate the issue. Is it a performance problem (skills, knowledge, effort) or a conduct/behavior issue (attitude, policy violations)? *Performance issues* → PIP may be appropriate. *Serious misconduct* → Disciplinary action (verbal/written warning or termination) may be more appropriate.
2. Consider whether the employee has had clear expectations and sufficient training/support before deciding to use a PIP.
3. A PIP is not a punishment, but a structured opportunity to improve. This means that you should provide the employee with very *specific* short-comings in performance that the employee may improve upon. Don't simply summarize "bad attitude" or "poor attendance." Be specific. List memorable examples of poor performance and be clear about what you would like to see instead.
4. Make sure the employee knows that you want them to succeed but that improvement is necessary for continued employment.
5. Goals: List the behavior(s) you want to see and the date to accomplish this change. Be reasonable and set an attainable time frame. 30-90 days is reasonable, but you may extend it.
6. Use "SMART" goal setting: Goals should be:
 - a. **Specific** (exactly what needs to change)
 - b. **Measurable** (how success will be tracked)
 - c. **Achievable** (realistic within the timeframe)
 - d. **Relevant** (aligned with their role)
 - e. **Time-bound** (clear deadline)Example: "Submit 100% of weekly reports by 5 p.m. Friday for the next 60 days."
7. Offer training or additional tools to help the employee improve, if necessary. Document what resources and support you provide.
8. Consider including a statement that *management reserves the right to terminate the PIP sooner than the date indicated if the employee isn't improving*. Also consider stating that *the PIP does not affect or change the company's at-will employment relationship with the employee*.
9. Similarly, consider adding a statement allowing you to extend the PIP as necessary if the employee is showing slow improvement, or if the employee unexpectedly takes an extended leave of absence (OFLA/FMLA/PLO/Workers' Compensation, etc.)
10. It's okay if the employee refuses to sign the PIP. It doesn't change the effectiveness or validity of the disciplinary action.
11. While the employee is on the PIP, regularly check in with the employee on the employee's performance to date. Weekly, bi-weekly or monthly is common. Provide the employee with a written summary after each meeting clearly noting status: improvements or otherwise.

Employee Performance Improvement Plan (PIP)

Employee Information

- **Employee Name:** _____
- **Position:** _____
- **Department:** _____
- **Manager/Supervisor:** _____
- **Date:** _____

Reason for the PIP

Describe the performance issues that have led to the need for this plan. Include specific examples and how the performance does not meet the required expectations.

Performance Improvement Goals

Outline specific, measurable, attainable, relevant, and time-bound (SMART) goals that the employee must achieve to improve their performance.

[illegible]

Support and Resources Provided

Describe the resources, support, or training the employee will receive to help meet the improvement goals.

Performance Monitoring

Specify how performance will be monitored and reviewed, including timelines for progress check-ins and final review.

- **Check-in Dates:**

1.

2.

3.

- **Final Review Date:**

Consequences of Not Meeting Expectations

Clearly state the consequences if the employee does not meet the outlined goals by the final review date (e.g., further action such as reassignment, demotion, or termination).

Employee Acknowledgment

I acknowledge that I have reviewed and received this Performance Improvement Plan. I understand the areas where improvement is required, the expectations set, and the consequences of not meeting these goals.

Employee Signature: _____

Date: _____

Manager/Supervisor Acknowledgment

I commit to providing the necessary support, resources, and guidance to assist the employee in meeting the expectations outlined in this plan.

Manager/Supervisor Signature: _____

Date: _____

Plan de Mejora de Desempeño del Empleado (PIP)

Información del Empleado

- **Nombre del Empleado:** _____
- **Puesto:** _____
- **Departamento:** _____
- **Gerente/Supervisor:** _____
- **Fecha:** _____

Razón del PIP

Describe los problemas de desempeño que han llevado a la necesidad de este plan. Incluye ejemplos específicos y cómo el desempeño no cumple con las expectativas requeridas.

Objetivos de Mejora del Desempeño

Especifique objetivos que sean específicos, medibles, alcanzables, relevantes y con límite de tiempo (SMART) que el empleado debe lograr para mejorar su desempeño.

[illegible]

Apoyo y Recursos Proporcionados

Describe los recursos, apoyo o capacitación que recibirá el empleado para ayudar a cumplir con los objetivos de mejora.

Monitoreo del Desempeño

Especifique cómo se supervisará y revisará el desempeño, incluyendo los plazos para revisiones de progreso y la revisión final.

- **Fechas de Seguimiento:**

1.

2.

3.

- **Fecha de Revisión Final:**

Consecuencias por No Cumplir con las Expectativas

Especifique claramente las consecuencias si el empleado no cumple con los objetivos delineados para la fecha de revisión final (por ejemplo, acciones adicionales como reasignación, degradación o terminación).

Reconocimiento del Empleado

Reconozco que he revisado y recibido este plan de mejora de desempeño. Entiendo las áreas donde se requiere mejora, las expectativas establecidas y las consecuencias de no cumplir con estos objetivos.

Firma del Empleado: _____

Fecha: _____

Reconocimiento del Gerente/Supervisor

Me comprometo a proporcionar el apoyo, los recursos y la orientación necesarios para ayudar al empleado a cumplir con las expectativas descritas en este plan.

Firma del Gerente/Supervisor: _____

Fecha: _____