



HUMAN RESOURCES
260-481-6840 • FAX: 260-481-4164

PERFORMANCE IMPROVEMENT PLAN

Use this form when an employee's performance does not meet standards and needs improvement

Demographic Data

Employee Name _____ PUID _____ - _____ - _____
Last First MI

Supervisor Name _____ Department _____ Department Number _____

Position Item Number _____ Job Title _____

Review Period _____ through _____ Day

Type of Evaluation (select one):
 Mid-Year Annual 90

Purpose of this PIP: Coaching Verbal Warning Written Warning Final Warning Suspension

Section One: to be completed by Supervisor

List the employee's Essential Functions and Job Standards that require attention and describe the specific improvement(s) needed to meet those standards.

Essential Functions:

Job Standards requiring improvement (define the problem):

Specific improvement needed (identify what needs to be done differently):

Steps to achieve this improvement (training, equipment, feedback, etc.):

Section Two: To be completed by Employee

List any notable obstacles you encountered in performing your Essential Functions during the evaluation period.

Do you have any questions about what is expected of you in your Essential Functions? Please explain.

How can we work together to help you improve in the above areas?

In your current position, what additional training would be helpful in preparing you to do your job more effectively?

Is there anything else you would like to include in this Performance Improvement Plan?

Upon establishment of this plan, obtain the following signatures. Give one copy to the employee, one to Human Resources and maintain one in the departmental file. Failure to achieve and sustain improvement may lead to further corrective action.

Employee Signature: _____ Date: ____/____/____

Immediate Supervisor Signature: _____ Date: ____/____/____



HUMAN RESOURCES
260-481-6840 • FAX: 260-481-4164

Performance Improvement Plan Instructions

If an employee receives a less than satisfactory rating, then a Performance Improvement Plan (PIP) should be completed and retained in the employee's departmental file.

Materials required to complete the Performance Improvement Plan

1. Employee's Performance Evaluation Form
2. Any/all documentation of employee's performance, including employee's Self Evaluation (if completed)

Part I: Completing the Performance Improvement Plan (PIP) Form

1. Complete demographic data at the top of the first page. Indicate the Purpose of the PIP.
2. Answer the questions in Section One as thoroughly as possible.
3. Give Section Two to the employee and instruct the employee to answer all questions as thoroughly as possible.
4. Schedule a meeting with the employee to review the content of Sections One and Two. During the meeting with the employee, discuss plans for performance improvement.
5. Obtain all required signatures at the end of Section Two.
6. Give a copy of the PIP Form to your employee and keep the original in the person's departmental file.

Part II: Completing the Performance Improvement Plan Process

1. Schedule dates for follow-up discussions with the employee in Section Three. The employee has 30-90 days to make recommended improvement in his/her performance. During this 30-90 day period, the supervisor should provide regular feedback and coaching to the employee.
2. At the end of the 30-90 day period, the Status of the employee's improvement must be indicated in Section Three on the PIP Form.
3. Insert comments regarding the employee's performance improvement in the space provided in Section Three.
4. Obtain all required signatures.
5. Provide a copy of the completed PIP form with all required signatures to the employee, to Human Resources and keep a copy in the person's departmental file.