

Performance Improvement Plans (PIP) – HR Business Partner

Overview

Performance Improvement Plans are used to give struggling employees the opportunity to succeed while being held accountable for past performance.

Who Does This: HR Business Partner

Things to Know:

- You (HRBP) must initiate this process.
- The employee’s Manager completes an evaluation and you will review.
- There are three templates for Performance Improvement Plans: Initial, Follow Up, and Close.



Start Disciplinary Action for Employee - Task

Start Performance Improvement Plan for Employee - Task 

Start Potential Assessment - Task

Step 1

Type: “Start” in the Search bar. Choose **Start Performance Improvement Plan for Employee – Task**.


Employee *

Review Template *

Period Start Date *

Period End Date *

Step 2

Complete the areas with a red asterisk (*).

Employee – Type Employee’s Name.

Review Template – Select **1) Performance Improvement Plan (PIP) – Initial**, then select **Performance Improvement Plan (PIP) – Initial**.

Period Start Date – Select appropriate date. Use today’s date or the date the PIP will be communicated to the employee.

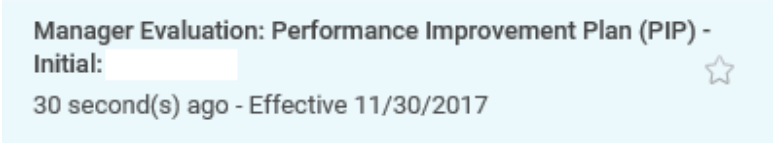

Period End Date –Use the same date you entered for Period Start Date.

Cancel

Submit

Step 3

Click **Submit**.

	<p>Step 4 Next step will send an inbox item to the employee's manager: Complete Manager Plan from Performance Improvement Plan.</p>
	<p>Step 5 Once Step 4 is complete, you will receive an Inbox item to review and approve the PIP.</p> <p>Open the Inbox task: Manager Evaluation: Performance Improvement Plan (PIP) – Initial.</p>
	<p>Step 6 Review the information provided by the manager. Click Approve.</p>
	<p>Step 7 Provide a PDF copy of the PIP to the manager.</p> <p>To access the PDF, search for the Employee Profile and choose the Performance profile group.</p> <p>Step 8 Choose the Improvement Plans tab.</p> <p>Step 9 Choose Create New PDF.</p> <p>Use this opportunity to coach the manager as needed on delivery of the PIP.</p>
	<p>Step 10 You may wait for the document or choose Notify Me Later. When ready, the document will appear in your Notifications.</p>
	<p>Step 11 Next the Manager will receive an Inbox item to have a conversation with the employee. Following the conversation, the employee will receive an Inbox task to acknowledge the PIP. And after the employee acknowledges, the Manager will receive a final Inbox task to acknowledge the employee's acknowledgement and any comments.</p>

<div style="border-left: 1px solid blue; border-right: 1px solid blue; padding: 10px;"> <p>2) Performance Improvement Plan (PIP) - Follow Up ></p> <p>3) Performance Improvement Plan (PIP) - Close Out ></p> </div>	<p>Step 12</p> <p>As needed and/or when the manager provides updates, re-start process at Step 1 to initiate 2) Performance Improvement Plan (PIP) – Follow Up and/or 3) Performance Improvement Plan (PIP) – Close Out.</p> <p>Note: At a minimum, a Performance Improvement Plan – Close Out should be completed at the end of the Timeframe for Improvement specified by the employee’s Manager.</p>
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FAQ’s

What happens next? The manager will provide updates and you, as the HRBP, will re-start the above process so the manager can enter the PIP – Follow Up and/or so the manager can enter the PIP – Close Out.

What happens if the Period Start Date and Period End Date are not the same? If these dates do not match, administrative issues may occur (i.e. unable to launch additional PIP’s)

Who can see the PIP? Only you, the employee’s HRBP, and the Talent Administrator can see the completed PIP.