

Performance Improvement Plans (PIP) - Manager

Overview

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

Who Does This: Manager

Things to Know:

- Your HR Business Partner (HRBP) must initiate this process.



Inbox

Step 1

Choose the **Inbox** worklet.

Areas for Improvement ▾



Describe the areas of improvement required to meet expectations.

Question

As previously discussed on the dates listed below, you are not meeting the minimum performance requirements for your role.



2

Manager Evaluation

Answer

Question

Below are the specific areas of improvement needed to be successful in your role.



3

Manager Evaluation

Answer

Next

4


Next

Open the Inbox task: **Manager Evaluation: Performance Improvement Plan (PIP)** and click **Go to Guided Editor**. Complete the following items:

Step 2

Click on the pencil icon  to answer the question.

Step 3

Click on the pencil icon  to answer the question.

Step 4

Click **Next**.

Question

The following steps/actions should be taken to improve your performance.



5

Manager Evaluation


Answer

6

Back

Next

Step 5

Click on the pencil icon  to answer the question.

Step 6

Click **Next**.

Question

We will have a formal check in at the following timeframe. In the interim, I am available to answer questions regarding your progress and action plan and will plan to check in with you either weekly or bi weekly. (Use drop down)



7

Manager Evaluation

Rating


(empty)

8

Back

Next

Step 7


Click on the pencil icon .

Choose the appropriate check in timeframe from the drop down.

Step 8

Click **Next**.

Supporting Documents ▾



9

Manager

Add

10

Back Next

Step 9
Optional: Click **Add** to attach any supporting documents to the PIP form.

Step 10
Click **Next**.

12

Submit Save for Later Close

Step 11
Review your comments.

Step 12
Click **Submit**. The PIP form will route to HR for approval.

Complete To Do Performance Improvement Plan Review

20 hour(s) ago - Effective 11/30/2017

For Overall Process Performance Improvement Plan (PIP) - Initial:

Overall Status In Progress

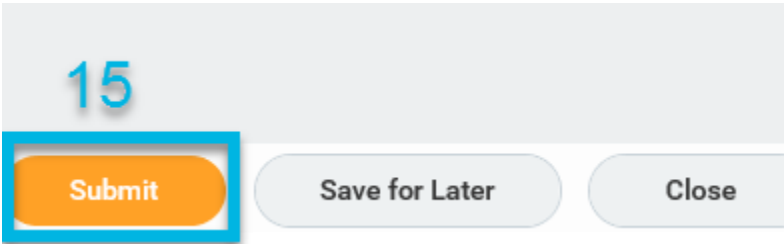
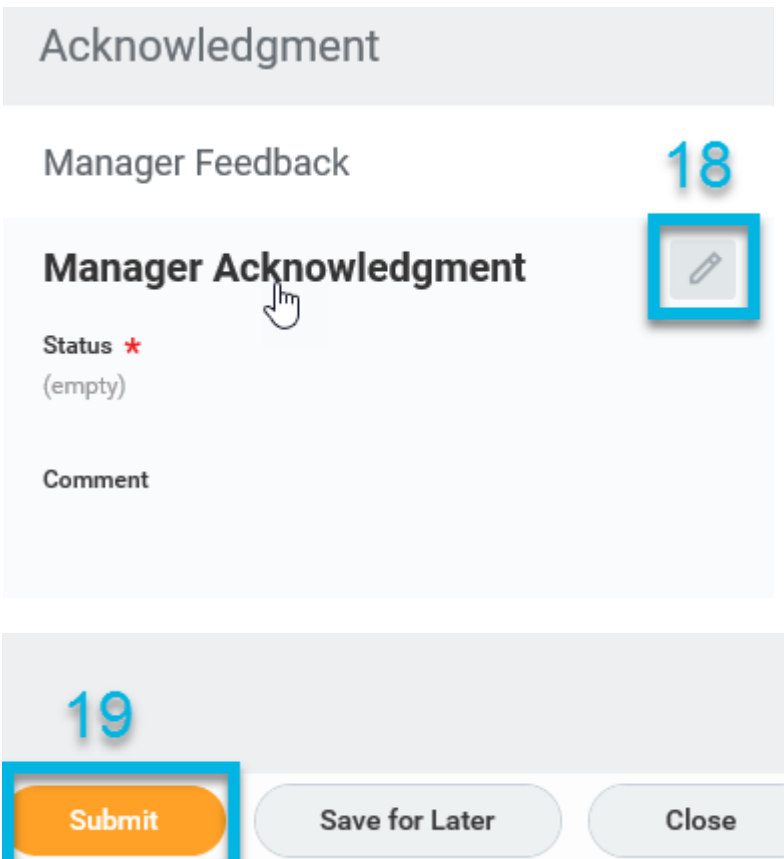

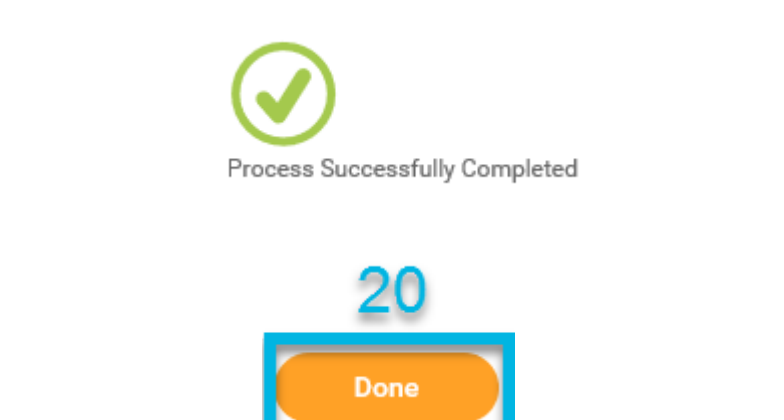
Instructions

Please have a conversation with your employee about his/her performance and outline a plan of action to monitor improvement and/or close out the plan.

Coordinate with your HR Business Partner to get a copy of the PIP form to use in your conversation.

Step 13
Wait for the HRBP to review and approve the PIP.

Step 14
After HR approval, you will receive an Inbox task called **Performance Improvement Plan Review**. Follow the instructions in the **To Do** item to get a copy of the PIP from HR and have a conversation with your employee.

	<p>Step 15 After your conversation with your employee, click Submit. The PIP form is complete after this step and will route to your employee for his/her acknowledgement.</p>
	<p>Step 16 Wait for your employee to acknowledge the PIP form.</p>
	<p>Step 17 After your employee acknowledges the PIP, you will receive an Inbox task called Provide Manager Review Comments.</p> <p>Step 18 Click on the pencil icon  to add your acknowledgement.</p> <p>If you have any concerns regarding your employee's comments, work with your HRBP.</p> <p>Step 19 Click Submit.</p>
	<p>Step 20 The PIP process is complete. Click Done.</p>

FAQ's

What happens next? Continue checking in with the employee and following up with HR as appropriate. Please notify your HRBP when the **Performance Improvement Plan (PIP) – Follow Up** needs to be initiated in the system for you to document your employee's progress. Please also notify your HRBP when the **Performance Improvement Plan (PIP) – Close** needs to be initiated in the system for you to document and close out the PIP.

Who can see the PIP? Only your employee's HRBP can see the completed PIP. A copy can be requested from HR at any time.