

Writing a Performance Improvement Plan (PIP) Draft Guidelines & Examples

As you draft the performance evaluations for your direct reports keep these guidelines in mind:

- The goal of a PIP is to bring an employee's performance to a level that they are successful in their role.
- Write a performance improvement plan in such a way that, if the individual were to complete it successfully, they would be eligible to be reviewed for at least a "meets expectations" performance rating.
- Be specific .
- Set deadlines throughout the 90-day PIP period
 - You may consider asking an employee to develop a plan for reaching a specific goal and setting an early deadline for that plan. This helps the employee to begin thinking about how they will reach the expectations that have been set.
 - Final deadlines should be set at least two-weeks in advance of the expiration of the PIP to allow time for any needed discussion and/or follow-up.
 - Plan to follow-up on deadlines as they come up, not just during the regularly set touch points.
- Set regular touch points throughout the PIP period – at least monthly!
- All PIPs should be submitted to the AID/ID and msue.hr@msu.edu for review and feedback prior to any communication to the employee.

Instead of...

Update calendar in a timely manner.

Consider...

Liam is expected to keep his Outlook calendar up-to-date beginning immediately. Additionally, he will go back through the last month of entries and update as noted below. Entries should include programs he is conducting (including name of the program, location of the program, and contact information for the partner), flex time earned/taken, time taken (vacation, sick, personal, etc.), and any other time which takes Liam out of the office. All changes to the calendar should be entered immediately; if a change cannot be entered immediately, Outlook should be updated within 1-business day of the change being made. As with all staff, changes to time away from work/the office with less than 1-business day notice should be communicated to the supervisor via text, phone call, and/or email.

Instead of...

Anika must complete her case load.

Consider...

Anika is currently at 32% of her caseload as of July 1st, halfway through the programming year. Anika should develop a plan for reaching her full caseload numbers no later than September 15, 2018. The plan for reaching this goal should be provided to her supervisor for review no later than one week from today on Friday, February 16, 2018. The plan should include a list of partners and proposed partners, contact information for these groups, strategies for contacting partners and proposed timelines for programming with partners. This list should also include an estimate of the number of clients to be reached through each partner. Additionally, the plan should be developed in

such a way as to show on-going, continued progress toward reaching a full caseload by the deadline.

Instead of...

Azariah must meet all established deadlines and complete work according to the standards that have been set.

Consider...

Azariah has struggled to meet deadlines including but not limited to reporting in MIPRS, completing program paperwork, and approving eDocs on time and appropriately. Azariah will immediately begin adhering to established deadlines without reminders from her supervisor. For instance:

- MIPRS reporting must be completed by the 15th of each month; all sections in MIPRS should be complete by this time.
- Program paperwork: new program paperwork is due within 5-days of the start of the group, closing paperwork for a group wrapping up programming must be completed and submitted within 15-days of the last group meeting, monthly reporting paperwork is due to Azariah's supervisor no later than the 5th of each month.
- eDocs must be completed correctly and within two-weeks of the initial notice from the EBS system.

If Azariah believes that she will not be able to meet an established deadline, whether related to one of the situations above or another deadline, she will immediately notify her supervisor to discuss the situation and a resolution.