



Personal Improvement Plan (PIP) Instructions

These are the instructions on how to prepare a Personal Improvement Plan. There are five components and information should be formatted on the attached chart:

1. **AREAS OF CONCERN NEEDING SIGNIFICANT IMPROVEMENT:** Describe the infraction, incident or behavior that caused the performance issue. Please be specific as to who, what, when, why, where and how. If it is an attendance issue, cite the specific dates and times the infraction(s) occurred. State the facts and be objective. Place the policy (or policies) that have been violated in this section.
2. **PERFORMANCE EXPECTATIONS AND CORRECTIVE ACTION NEEDED:** Describe what it will take to improve the employee's performance or what it will take to prevent the infraction from recurring. Set clear expectations or measurable standards for the employee to comply with in the future. This area might also include a training plan. Human Resources can suggest appropriate sessions/classes. Provide a time frame for improved performance. Depending on the infraction, language might be used such as "consequences of repeated violations of policy may include further disciplinary action up to and including termination."
3. **IMPROVEMENT NOTED/FOLLOW-UP:** Provide feedback and follow-up on the employee's progress on a periodic basis. Periodic and scheduled meetings to review progress are strongly recommended. If the performance has not improved, it becomes an opportunity to discuss and correct the performance or take other action.
4. **SUPERVISOR RECOMMENDATIONS:** Provide recommendations on how to make improvements to include deadlines, trainings, and/or policies or procedures to follow.
5. **SIGNATURES:** Obtain a signature from the employee. The supervisor should sign as well and perhaps a witness if needed. Give a copy of the plan to the employee.