Performance Improvement Plan

exempt or NON-EXEMPT

Completion of a Performance Improvement Plan (P.I.P.) is required for any exempt or non-exempt staff whose **overall performance has been evaluated as “Unsatisfactory” – (overall rating is below (2).** This document must be developed in conjunction with the Office of Employee Relations. At least one follow-up session must be held to assess the individual’s performance.

Supervisors are also encouraged to use the Performance Improvement Plan as part of the annual evaluation process or at any time during the year to enhance employee performance.

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| **Employee ID. (not ssn):** | | |
| Name | Job Title | Date Prepared |

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| Specific areas to be improved | Actions to be taken to improve performance | Time frame for improvement | Documentation of improvement | Progress achieved (Y/N) |
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| --- | --- |
| Supervisor’s signature | Dates for follow-up review |
| Employee’s signature | Date |