



Instructions for Supervisors

The purpose of the Performance Improvement Plan (PIP) is to bring an employee's performance/behavior to an acceptable level for success at Tuskegee University. Supervisors will help initiate the employee improvement by providing:

- x A summary of key areas requiring improvement;
- x An explanation of the organizational impact of the current performance;
- x A review of expectations for improved performance and the means of measurement to be used; and
- x An outline of key goals, development steps, measures of success, timeframe/check-in points, and summary of results.

Key areas of Improvement

Key areas of improvement should include major performance areas requiring improvement or change. Some examples are listed below.

Performance

- x Employee failed to complete the fundraising project
- x Employee overspent his/her budget by \$5000

Behavior

- x Employee is habitually late for work
- x Employee is consistently rude to customers

Business Impact

Examples of business impact include: a negative impact on organizational results. For example:

- x



PERFORMANCE IMPROVEMENT PLAN (PIP)

Below is an example of an Improvement Action Plan.

Behavior Goals

- x Arrive at work on time
 - Employee will arrive at work on time for 30 days.

Action Steps

- x Determine factors that cause tardiness
 - Devise a plan to alleviate those factors
 - Create a schedule that will help employee arrive on time

Timeframe/Measure

- x 30 Days
- x Number of days employee arrived on time

Results

- x 1/7/2006-Arrived to work on time 1/1- 1/7
- x 1/21/2006-Arrived to work 45 minutes late on 1/17 and 1/19
- x 1/31/2006-Arrived to work on time 1/21-1/31



PERFORMANCE IMPROVEMENT PLAN (PIP)

PERFORMANCE IMPROVEMENT PLAN



PERFORMANCE IMPROVEMENT PLAN (PIP)

or _____biweekly) to assess and monitor your progress. While this plan focuses on specific areas of improvement, it is my expectation that you will perform all responsibilities of your role in an acceptable manner.

In the event that the goals outline in your Performance Improvement Plan are not met within the timeframe and check-in points indicated, further disciplinary action may be taken which includes up to and including termination . This Performance Improvement Plan may be amended, extended or abbreviated as necessary. It is expected that the improved performance/behavior will be sustained on an ongoing basis after completing this plan.

Signatures

Supervisor’s Signature _____ Date _____

2nd Level Supervisor’s Signature _____ Date _____

I understand the contents of this Performance Improvement Plan (PIP) and I also understand that I will have the opportunity for discussion of my progress during the time period (s) as indicated on the PIP.

Employee’s Signature _____ Date _____

(7KH HPSOR\HH[V VLJQDWXUH LQGLFDWHV WKDW KH VKH KDV UHI but does not necessarily indicate agreement.)

The supervisor and employee should each keep a copy of this plan.



PERFORMANCE IMPROVEMENT PLAN (PIP)

Performance (Area(s) for improvement and specific performance/behavior goals)	Action Steps (Describe improvement strategy and list specific steps)	Timeframes and Measures (Time period and measure of success/improvement)	Results (Dates of update and results)