|  |  |  |
| --- | --- | --- |
| Employee Name: | Supervisor Name: | Date: |

Performance Improvement Plan (examples)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Target area**  *Detail specific Duties / Responsibilities where performance standards have not been met* | **Performance Concern**  *Detail specific dates and examples of where the standards have not been met* | **Expected standard of performance**  *Detail what is expected of the employee in terms of their performance* ***(i.e. S.M.A.R.T. goals)*** | **Agreed Improvement actions**  *Detail what actions need to be taken to meet expected standard of performance* | **Support**  *Detail what has been agreed in terms of support (incl. additional coaching and/or training) to achieve the expected standard of performance* | **Review Date** | **Review notes**    *Detail improvement made and any future commitments and any future/negotiated review dates* | **Date to achieve expected standard** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

PERFORMANCE IMPROVEMENT PLAN (PIP) GUIDELINES

Please read through prior to preparing PIP

* Consult with Local HR Employee-Labor Relations prior to issuing a Performance Improvement Plan (PIP).
* A PIP can be an effective tool to monitor and measure performance behaviors, processes and work products that need improvement outside of the annual performance evaluation.
* Inform the employee that the PIP is being issued to assist them in raising their performance levels to meet acceptable standards, expectations and requirements (S.M.A.R.T.)
* Define the problem and the improvement that is required to meet performance standards
* Identify the changes that must be met and by when (define due dates whenever possible) and how the outcome will be measured
* Establish action plan, goals, resources (i.e. training to achieve desired outcome, if available) and timetables for meeting the standards (S.M.A.R.T.)
* Maintain communication and evaluate whether his/her standards have been met.
* Involve the employee in resolution of the deficiencies. Get the employee to commit to improvement. Avail yourself and others as resources.
* The clearer the expectations, the easier it will be for you to manage/monitor the situation.
* PIP’s are not “written warnings” and therefore are not disciplinary actions.
* The PIP is a living document that is updated on a regular basis by both the employee and the supervisor
* It is recommended that you meet with the employee in a one-on-one meeting weekly to monitor progress and to maintain communication between the supervisor and the employee.
* Written confirmation of a counseling session is not grievable.

**Pointers:**

* Give on-going feedback to the employee and respond in writing whether or not there has been improvement on the subject of the counseling session.
* If an employee shares with you any personal difficulties he/she is experiencing, refer employee to EAP. (The EAP language is typically good to include regardless).