Writing a Performance Improvement Plan (PIP)

Guidelines and Tips

As you begin drafting a PIP keep the below 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.

Set deadlines and regular touch points throughout the PIP period.

Tips:

Instead of...
Anika must develop a complaint tracking system to help minimize errors in complaint reporting.

Consider...
By [insert date], Anika must develop and implement an Excel tracking system for the number of
complaints received to include: complainant name, nature of complaint, date of complaint,
actions taken, and date resolved. Submit the tracking system to supervisor by the 5th day of each month.

Instead of...
Adam must file the contract reports in an accurate and timely manner.

Consider...
Within (X) days of receipt, Adam will sort and file contract reports in the corresponding files with accordance of the CER guidelines.