[](http://www.google.pl/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjM_4CovYrPAhWnJ8AKHU2CDnwQjRwIBA&url=http://www.aamu.edu/admissions/undergraduateadmissions/pages/undergraduate-application-checklist.aspx&psig=AFQjCNHKcpCRW3-3H7FJ0H5abdpMzO5pjg&ust=1473792037107325)**PREPARING/ISSUING A PERFORMANCE IMPROVMENT PLAN**

**PLANNING TOOL FOR MANAGERS**

*Below are a number of prompt/checklist questions to ask yourself when drafting a PIP prior to issue.*

*Use the prompt questions below to review your draft PIP.*

*Do this in advance of meeting with the employee to ensure you have a more effective and productive conversation. It will also assist both parties to understand, agree and be clear from the PIP what the performance issues are, what is expected in terms of improvement and what will be measured and what the consequences are for failing to improve.*

*The purpose of the PIP is to help an employee become more successful, so as their manager you will have to use time and resources to improve the employee’s chance of success.*

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| --- | --- |
| Prompt questions to ask yourself? |  |
| **DRAFTING THE PIP/IDENTIFY THE ISSUE(S) REQUIRING IMPROVEMENT** | |
| In the performance improvement plan (PIP) have I documented clearly what area of performance/work output is not at the required standard/the area of deficiency? |  |
| Have I stated the deficiencies and made these clear in the PIP? |  |
| Is the information provided accurate, objective and factual? Not hearsay or gossip. |  |
| Will the employee easily be able to understand what is required of them |  |
| Would more information help make this clearer for the employee? |  |
| Will the employee be easily be able to understand what the deficiencies are and what is required of them? |  |
| Have I clearly stated each performance issue that needs to be addressed?  Where possible have I listed specific facts or events in which the problem/performance issues occurred? |  |
|  |  |
| **EXPLAIN THE REQUIREMENTS OF THE PIP** |  |
| Have I listed the objectives/targets clearly?  Are they quantifiable objectives for the employee to show improvement? |  |
| Are the objectives set fair and reasonable? |  |
| Does the PIP explain the performance improvement targets and objectives to be achieved to improve performance?  Are they clear – and are they SMART objectives? (Refer to the SMART objectives guidance) |  |
| Will the employee know from the PIP what they are required to do on order to demonstrate satisfactory performance?  Do I need to provide further details to make this clearer? |  |
| Have I included deadlines – both short term and long term goals? |  |
|  |  |
| **DESCRIBE RESOURCES/SUPPORT AVAILABLE TO ASSIST THE EMPLOYEE** |  |
| Did you say you would provide support, assistance or training to the employee? Have you arranged this and put this in place? |  |
| How will you review and assess the effectiveness of the support you have provided to help the employee? |  |
| The performance improvement plan (PIP) should identify and provide details on how/where to obtain the resources, materials and guidance documents that the employee can use to meet expectations.  Commonly used resources include:   * University training & learning and development resources; * Coaching by a supervisor or experienced colleague; or * Further reading/guidance – reference to good practice and required standards. |  |
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| **SET A TIME PERIOD FOR THE PIP** |  |
| Have I included deadlines – both short term and long term goals? The PIP must clearly set a deadline for the employee to display some evidence of improvement. |  |
|  |  |
| Have you taken account of any approved annual leave or other leave during the period the employee is required to improve their performance? |  |
|  |  |
| Did you consider any requests from the employee for any reasonable adjustments? Have you addressed this?  If you have any questions around this please contact the **HR Services Team**. |  |
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