

Performance
Improvement Plan

Annual Piece
of Paper

15 Minute
Interview

Learning Plan

Accountability
Agreement

Performance
Improvement
Plan

Development
Discussion
Checklist

Performance Improvement Plan

What is it?

A Performance Improvement Plan is required when there is a performance issue related to job requirements or expectations. It is a formal feedback tool that targets a specific performance issue. It is used when other methods of feedback have not been successful in improving performance.

What are the benefits?

- Clarifies expectations.
- Identifies required improvements and actions to be undertaken.
- Identifies supports needed to meet expectations.

How does it work?

The *Performance Improvement Plan* is developed by the supervisor and the employee as part of a discussion about specific performance issues which need improvement. The supervisor and employee meet 3 times within 90 days of developing the plan to discuss progress.

Planning

Once the need for a *Performance Improvement Plan* is identified, the supervisor and employee set a time to discuss the plan.

Doing

The plan identifies the required improvements, how they will be achieved, and what supports the employee requires. The plan is signed off by employee and supervisor and meetings are set up to discuss progress. The supervisor and employee may keep notes about their discussions.

Follow-up

The learnings from the *Performance Improvement Plan* can be used to achieve the employee's goals.

Performance Improvement Plan

This plan outlines performance improvement required when an employee's overall performance does not meet minimum expectations.

Employee Name: _____ Job Title: _____

Division: _____ Date: _____

Job Responsibilities /Priorities

Describe the specific improvement needed to meet minimum expectations in job responsibilities.

Job Responsibility:

Specific Improvements Required:

Competencies

Identify specific competencies needing improvement, describe performance improvement required.

Competency:

Specific Improvements Required:

(Attach additional sheets of paper if necessary)

Performance Improvement Plan Established

Plan to address required improvements:

Support to be provided by supervisor (eg. training, equipment)

Signatures:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Follow-up Review

Dates of three follow-up discussions:

Supervisor Comments:

Employee Comments:

Follow-up Review Signature:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

After the follow-up review is completed, provide a copy to the employee and supervisor. Send original to Human Resources for personnel file.