**Performance Improvement Plan:** *Non-Disciplinary*

The Non-Disciplinary Performance Improvement Plan (PIP) can be utilized by People Leaders if a teammate’s performance still needs improvement after completing Step 1 of the “Performance Management Checklist for People Leaders.” This is the next step in the performance management process when People Leaders have already set clear expectations, but the behavior continues despite coaching attempts. DAS-HR involvement is not required at this step, but if you have questions, we are available for assistance. This document is guidance on having performance improvement discussions with a teammate and completing the PIP.

*Performance: A trend or behavior that can be seen over time and relates to the teammate’s willingness and ability to meet the defined performance expectations of the position.*

**PERFORMANCE IMPROVEMENT DISCUSSION**

The performance improvement discussion will be used in conjunction with the PIP as a tool for People Leaders to identify areas for a teammate’s improvement, and to help develop a corresponding improvement plan. A performance improvement discussion is held so the People Leader can discuss aspects of the PIP with the teammate in need of performance improvement.

The goal for the performance improvement discussion is to ensure both teammate and People Leader fully understand performance expectations and establish development areas for the teammate. Human Resources can provide guidance to a People Leader regarding the conversation about performance improvement.

**PERFORMANCE IMPROVEMENT PLAN**

The PIP is to be completed by the People Leader and can be saved in your supervisory file for the teammate. The People Leader will use the following instructions to complete the PIP:

*Development Area:*

Describe in detail the area(s) in which teammate’s performance is lacking and where the opportunity for development exists. Be sure to include specific examples and dates.

*Prior Coaching/Counseling/Training/Instruction:*

Document previous coaching discussions, training sessions, and other instructions received by the teammate. Remember, corrective action regarding performance should never be a surprise.

*Plan for Improvement:*

Create a plan for improvement that includes detailed steps for the teammate to take to improve performance, as well as a potential timeline to keep the teammate on track. The People Leader’s expectations of performance will also be clearly stated.

*Date to Discuss Progress:*

Schedule a date to follow up with the teammate to reassess their performance. The date must provide enough time for the teammate to improve. During this follow up, discuss improvements that have been made and areas where performance could still be improved. Feedback will still be given on an ongoing basis to ensure continued development by the teammate. People Leaders should have open lines of communication and should not wait until a formal, scheduled, follow-up discussion occurs to communicate with the teammate.

**Performance Improvement Plan:** *Non-Disciplinary*

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| --- |
| TEAMMATE INFORMATION: |

|  |  |
| --- | --- |
| NAME:       | POSITION:       |
| DATE:  | LEADER:  |
| **DEVELOPMENT AREA:** Describe in detail the area(s) in which performance is lacking and where opportunity for development exists. Include specific examples and dates. |
|  |
| PRIOR COACHING/TRAINING/INSTRUCTION: Document previous coaching conversations, training sessions, and other instructions received by teammates. |
|  |
| **PLAN FOR IMPROVEMENT:** List the manager/supervisor’s expectations of performance and a detailed plan for improvement. |
|  |
| **DATE TO DISCUSS PROGRESS:** Feedback will be given on an ongoing basis; however, we will also meet on this date to discuss progress. |
|  |
| The above information has been discussed with me by my manager/supervisor. By signing below, I acknowledge that I have read and understand the above information. |

|  |  |
| --- | --- |
| *TEAMMATE SIGNATURE:* | *DATE* |
| *PEOPLE LEADER SIGNATURE:* | *DATE* |

LAST UPDATED: DEC. 2022