



# Performance Improvement Plan (PIP)

The purpose of this document is to guide individual employees toward success in their employment role.

Please complete the requested information and attach additional sheets as needed.

## 1.) EMPLOYEE INFORMATION

Employee Name:  Position:

## 2.) DEPARTMENT INFORMATION

Supervisor Name:  Department:

## 3.) REASON FOR NOTICE *(Detailed explanation, including dates)*

## 4.) EXPECTED BEHAVIOR/CORRECTION *(What is expected, how it should be accomplished, and in what timeframe)*

## 5.) DATE OF FOLLOW-UP(s) to review results

Failure to meet and sustain improved performance may lead to further disciplinary action, up to and including termination. In accordance with A&M System Regulation 33.99.04 Promotions, Transfers and Voluntary Moves, Active Performance Improvement Plans may impact eligibility for Promotion and Transfers.

## 6.) ACKNOWLEDGEMENT & SIGNATURE

**\* This is an acknowledgement of "receipt", not an agreement by the employee.**

Employee's Signature:  Date:   
*(Must be original signature)*

Supervisor's Signature:  Date:   
*(Must be original signature)*

Human Resources Representative:  Date:

Copy: Employee  
Original: Personnel File

Questions: Contact Human Resources P.) 903-468-8741

Updated: December 05, 2018

**Periodic Review Notes**

Comments	Employee Initials	Supervisor Initials	Date

**Employee Notes**

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### **Documenting Performance Issues**

Document each instance of unacceptable behavior, goals and/or key deliverables by the employee. Record quantifiable data, or the frequency of the issues. (For example, document the number of times the employee was late compared to the number of total work days, or errors that are repeated). Be as detailed as possible by including the time, date and details of each occurrence. Please attach any documents to substantiate your claim or examples if they are available. Make sure they are job related, factual and without opinion.

### **Performance Review with Employee**

- Send an email to the employee requesting a meeting regarding their performance.
- Meet with the employee during a regular work day and during non-lunch hours. Discuss the issue(s) with the employee and explain each section of the prepared report. Please make sure to ask for any questions.
- Ask the employee to explain the reason(s) for the unacceptable performance and strategize possible solutions with the employee.
- Ask the employee to sign the report as an acknowledgement of receipt and include any comments the employee may have.
- Give a copy to the employee.
- Maintain a supervisor copy and provide the original to Human Resources for approval and signature.
- Summarize the conversation into a written improvement plan. The plan should comprise clear expectations with specific, measurable objectives along with a time frame for achievement. The plan should also summarize the mutually agreed-upon solutions for improvement.
- Assign or re-assign training to assist the employee in performance improvement.
- Specify dates for follow up: "Your progress will be reviewed on a regular basis."
- Specify possible consequences if performance standards are not met.

### **Follow up**

- Meet with the employee to review progress as specified.
- Adjust the improvement plan, if necessary, and document both the changes to the plan, the results and the meeting notes.
- Provide updated copies of the improvement plan to Employee and Human Resources.
- If sustained improvement is not achieved, contact Human Resources for guidance before further action is taken.