Northeastern State University Performance Improvement Plan

This performance improvement plan (PIP) is to document the constructive discussion between the employee and supervisor concerning the work performance, work behavior, attitude or attendance standards that must be improved. It is used when a performance appraisal rating is 2.0 or below and/or the rating does not meet some expectation or is consistently below expectations. The PIP is an opportunity for the employee to meet the expectations established by the supervisor within a specific time period. Standards and expectations must be met in the designated period and sustained throughout continued employment. Standards which are not met at the expected level and sustained during employment will be documented and may lead to disciplinary action up to and including separation of employment.

Employee Name		Employee Position	Employee Department	
Date of Last Performance Review	Date of Today's PIP	Date for Follow-up Review	Supervisor's Name	
Summarize the performance, 1	behavior attitude or a		eeds to be changed	
Summarize the performance, t	enavior, attitude of at	ttendance standard(s) that no	ceus to be changed.	
Describe changes to be made	to reach the expected	standard of performance, be	chavior, attitude or attendance.	
Identify the activities, resource	es specific training or	actions to be taken by the s	employee for improvement	
racinity the activities, resource	es, specific training of	actions to be taken by the e	improvement.	
List how the supervisor will assist the employee.				
Target Date for Improvement	Expected Results	_		
Target Date for Improvement	Expected Results			
Target Date for Improvement				
Target Date for Improvement	Expected Results			
Employee Signature			Date	
Supervisor Signature			Date	

Summary of Activities for Performance Improvement Plan Period

after the pe	appropriate box should be checked by the supervisor within the improvement period or a reasonable amount of time presenting the PIP (usually 30 to 90 days). This form should be sent to the Office Human Resources for inclusion in ersonnel file.
_	Employee has improved performance, behavior, attitude or attendance to meet standard expected. (supervisor initial)
	Employee has not met the performance improvement plan within the designated timeframe. (supervisor initial)
Supe	rvisor Comments

If the PIP has not been met, disciplinary action should be implemented in a reasonable amount of time not to exceed 10 days from the date of Follow-up Review. Consult with the Office of Human Resources for disciplinary action guidelines.