

## Performance Improvement Plan

Purpose: Use this form to document specific actions to improve employee performance.

<b>Employee Name:</b>	<b>Date:</b>
<b>Job Title:</b>	<b>Manager Name:</b>
<b>College / Unit:</b>	<b>Department:</b>

The Performance Improvement Plan (PIP) is a tool to help managers and employees resolve performance issues by developing a plan to address concerns documented in the employee's annual performance review or at any other time during the performance year. It is recommended by UIC Human Resources that a PIP be completed for all employees receiving an overall annual performance review of "Development Opportunity".

### Instructions

1. Complete the Performance Improvement Plan (PIP) **during** the performance improvement or review discussion.
2. Document and discuss **specific improvement points** and **required actions**.
3. Confirm commitment to work together to resolve concerns.
4. Inform employee that appropriate personnel action will be warranted if job performance does not improve within the timeframe documented on the PIP.
5. Sign and date form.
6. Set follow-up meeting schedule with the employee 30 and 60 days after the PIP implementation to review the employee's progress toward achieving goals.
7. File form in a confidential file separate from employee personnel files.

**Specific Improvement Needed**

**Actions Needed to Improve Performance:**

**30-Day Follow Up**

**30-day follow up date:**

**30-day follow up results:**

**60-Day Follow Up**

60-day follow up date:

60-day follow up results:

**Accomplishments Demonstrating Improved Performance**

---

Employee Signature

---

Manager Signature

---

Date

---

Date

---

30-day follow up

---

30-day follow up

---

Date

---

Date

---

60-day follow up

---

60-day follow up

---

Date

---

Date