

HARNETT COUNTY

PERFORMANCE IMPROVEMENT PLAN (PIP)

*This Performance Improvement Plan (PIP) form and Progress Review Documentation may be used by management when an employee fails to meet job performance expectations at any time during the performance cycle. A PIP may be used as an initial step in addressing job performance issues, but it is not to be used as a step toward progressive discipline; hence, it should not exceed a *maximum of 90 days before management contacts Human Resources for further consultation. A PIP is primarily used to address unsatisfactory job performance, not to address unacceptable personal conduct issues. For further assistance and consultation, contact HR.*

Employee Name:	Title:
Department/Division:	Location:
Supervisor's Name:	Title:
Duration of PIP (30-60 days, as determined by management; *90 days maximum)	
Date Issued:	Date to Expire:

If additional space is needed, please create a Word document to record the information and submit it with this form.

Indicate in **detail** the employee's specific job performance issue(s) and/or specific job expectation(s) not being met. Include date(s) of issue(s), as applicable.

Indicate in **detail** the Supervisor's expectation(s) in order for the employee to be successful. Ensure expectations directly correlate with each job performance issue(s).

Indicate in **detail** the action(s) to be taken by the employee for improvement. Ensure actions directly correlate with each job performance expectation that requires improvement, and expected target date(s) of action, as applicable.

Indicate in **detail** what action(s) Supervisor will take to support improved employee performance with target date(s) of action, as applicable. In other words, what specific assistance/resources/training/mentoring/etc. will the Supervisor provide to the employee? What assistance/resources does the employee indicate may be required to improve job performance?

Indicate consequences to employee if job performance is not improved to meet the specific expectations:

Signatures below indicate this PIP has been initiated and reviewed with the employee.

Employee Signature/Date:

Supervisor's Signature/Date:

PROGRESS REVIEW MEETINGS WITH EMPLOYEE DURING PERFORMANCE IMPROVEMENT PLAN

The Supervisor/Manager is responsible for regular monitoring/tracking of the employee's progress over the duration of a PIP. Supervisors/Managers are strongly encouraged to meet and coach an employee regularly (minimum of weekly is suggested) while an employee is on a PIP. If no consistent improvement is shown within 30-60 days, the Manager should consult with Human Resources to determine next steps.

DOCUMENTATION LOG

*Record each date you and the employee meet. Document **details** of discussion and include employee's comments.*

Date of Progress Review Meeting	Discussion Summary	Supervisor's Signature	Employee's Signature
	Supervisor Discussion Summary:		
	Employee Discussion Summary:		
	Supervisor Discussion Summary:		

	Employee Discussion Summary:		
	Supervisor Discussion Summary:		
	Employee Discussion Summary:		
	Supervisor Discussion Summary:		
	Employee Discussion Summary:		

CONCLUSION OF PERFORMANCE IMPROVEMENT PLAN

The Supervisor/Manager documents the outcome of the pip. PIPs identified with an initial duration of 30 days may be extended to 60 days (or 90 days, maximum). If no consistent improvement is established at 90 days, the Manager may contact Human Resources for further consultation.

Has the performance issue(s) been resolved during the identified (30/60/90 days)?	
<input type="checkbox"/> Yes. <u>Comments:</u>	
 <input type="checkbox"/> Some, but will continue to evaluate and document employee's progress for up to 90 days maximum, as applicable. <u>Comments:</u>	
 <input type="checkbox"/> No, may initiate disciplinary action. Supervisor will contact Human Resources. <u>Comments:</u>	
Signatures below indicate conclusion of the PIP as reviewed with the employee.	
Employee Signature/Date:	Supervisor's Signature/Date: