

Performance Improvement Plan (PIP)

This is a template form only and can be changed as necessary to reflect the circumstances/needs of the individual case.

During the period of the PIP, the employee will be monitored to assess if appropriate improvement is being made. If the expected outcomes are not achieved/improvements attained, more formal action may be initiated under the relevant procedure.

Name of employee						
Job title						
Department						
Date of initial meeting						
Name(s) of other attendee(s)						
	Duties & Improvement Required:	Expected Outcome/Measurement		Support & Dependencies		
1	Such as, collection and collation of data to allow accurate and timely reporting.	Monthly: Data collection completed on time with 90 percent accuracy.		Manager to review monthly.		
2	Such as, more timely maintenance of system spreadsheet.	Weekly: System spreadsheet to be updated weekly by Friday.		Manager to review weekly.		
3	Next issue in need of addressing.					
	Review Date:	Met/Not Met/ Partially Met	Review Date:	Met/Not Met/ Partially Met	Review Date:	Met/Not Met/ Partially Met
1	Outcome:		Outcome:		Outcome:	
2						
3						

Performance Improvement Plan Sample Document

Julia Schneider



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101 Sample Write-Ups for Documenting Employee Performance Problems Paul Falcone, 2010-03-24 Whether you're addressing an initial infraction or handling termination worthy transgressions you need to be 100 percent confident that every employee encounter is clear fair and most importantly legal Thankfully HR expert Paul Falcone has provided this wide ranging resource that explains in detail the disciplinary process and provides ready to use documents that eliminate stress and second guessing about what to do and say Revised to reflect the latest developments in employment law the third edition of 101 Sample Write Ups for Documenting Employee Performance Problems includes expertly crafted easily customizable write ups that address sexual harassment absenteeism insubordination drug or alcohol abuse substandard work email and phone misuse teamwork issues managerial misconduct confidentiality breaches social media abuse and more With each sample document also including a performance improvement plan outcomes and consequences and a section of employee rebuttal it's easy to see why over 100 000 copies have already been sold making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues

The Architect's Handbook of Professional Practice Joseph A. Demkin, American Institute of Architects, 2008-03-24 This updated resource covers all aspects of architectural practice featuring new material of sustainable design managing multiple offices lifelong learning mentoring and team building revised content on programming project management construction contract administration risk management and ethics and coverage of small firm considerations as well as emerging issues such as integrated practice and integrated project delivery Jacket

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Clinical Laboratory Management Timothy C. Allen, Vickie S. Baselski, Deirdre L. Church, Donald S. Karcher, Michael R. Lewis, Andrea J. Linscott, Melinda D. Poulter, Gary W. Procop, Alice S. Weissfeld, Donna M. Wolk, 2024-03-25 Clinical Laboratory Management Apply the principles of management in a clinical setting with this vital guide Clinical Laboratory Management Third Edition edited by an esteemed team of professionals under the guidance of editor in chief Lynne S Garcia is a comprehensive and essential reference for managing the complexities of the modern clinical laboratory This newly updated and reorganized edition addresses the fast changing landscape of laboratory management presenting both foundational insights and innovative strategies Topics covered include an introduction to the basics of clinical laboratory management the regulatory landscape and evolving practices in the modern healthcare environment the essence of managerial leadership with insights into employee needs and motivation effective communication and personnel management including the lack of qualified position applicants burnout and more financial management budgeting and strategic planning including outreach up to date resources for laboratory coding reimbursement and compliance reflecting current requirements standards and challenges benchmarking methods to define and measure success the importance of test utilization and clinical relevance future trends in pathology and laboratory science including developments in test systems human resources and workforce development and future directions in laboratory instrumentation and information technology an entirely new section devoted to pandemic planning collaboration and response lessons learned from COVID 19 and a look towards the future of laboratory preparedness This indispensable edition of Clinical Laboratory Management not only meets the needs of today's clinical laboratories but anticipates the future making it a must have resource for laboratory professionals managers and students Get your copy today and equip yourself with the tools strategies and insights to excel in the complex and ever changing world

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culture down to the four core elements that you need to consider when making any business decision Packed with real world examples and practical approaches to help you build a culture that drives performance increases bottom line results and creates brands that people talk about and remember this is the book you ll want to keep close by as you create your own unique culture Implement and manage cultural change effectively Apply key principles to achieve organizational goals See how new technologies influence organizations Retain employees and attract new talent With this helpful guide you ll boost your company s culture in no time

Managing For Dummies Bob Nelson, Peter Economy, 2010-06-10 The fast and easy way to learn how to manage people projects and teams Being a manager can be an intimidating and challenging task Managing involves teaching new skills to employees helping land a new customer accomplishing an important assignment increasing performance and much more The process of management can be very challenging at times but it can also bring you a sense of fulfillment that you never imagined possible Managing For Dummies 3rd Edition is perfect for all levels of managers This clearly written easy to understand guide gives you practical advice on the most important aspects of managing such as delegating as opposed to ordering improving employees performances getting your message across understanding ethics and office policies team building and collaboration and much more Tips and advice for new and experienced managers All new chapters on employee encouragement and corporate social responsibility Guidance on managing employees by leveraging the power of the Internet Managing in today s lightning speed business world requires that you have the latest information and techniques for getting the job done Managing For Dummies 3rd Edition provides you with straightforward advice and up to the minute strategies for dealing with anything that comes your way

Business and Professional Communication Kelly Quintanilla Miller, Shawn T. Wahl, 2023-05-12 Business and Professional Communication Fifth Edition gives readers the tools they need to move from interview candidate to team member to leader An emphasis on building skills for business writing and presentations helps students gain a deeper understanding of the role of communication in successfully handling situations like job interviewing providing feedback to supervisors and working in teams

IT Project Management: A Geek's Guide to Leadership Byron A. Love, 2016-10-04 This book s author Byron Love admits proudly to being an IT geek However he had found that being an IT geek was limiting his career path and his effectiveness During a career of more than 31 years he has made the transition from geek to geek leader He hopes this book helps other geeks do the same This book addresses leadership issues in the IT industry to help IT practitioners lead from the lowest level Unlike other leadership books that provide a one size fits all approach to leadership this book focuses on the unique challenges that IT practitioners face IT project managers may manage processes and technologies but people must be led The IT industry attracts people who think in logical ways analytical types who have a propensity to place more emphasis on tasks and technology than on people This has led to leadership challenges such as poor communication poor relationship management and poor stakeholder engagement Critical IT projects and programs have failed because IT leaders neglect the

people component of people process and technology Communications skills are key to leadership This book features an in depth discussion of the communications cycle and emotional intelligence providing geek leaders with tools to improve their understanding of others and to help others understand them To transform a geek into a geek leader this book also discusses Self leadership skills so geek leaders know how to lead others by leading themselves first Followership and how to cultivate it among team members How a geek leader s ability to navigate disparate social styles leads to greater credibility and influence Integrating leadership into project management processes The book concludes with a case study to show how to put leadership principles and practices into action and how an IT geek can transform into an effective IT geek leader

Business and Professional Communication Kelly M. Quintanilla, Shawn T. Wahl, 2015-12-09 Professional success requires excellent communication skills Organized around the transition from student to professional life Business and Professional Communication Third Edition gives readers the tools they need to move from interview candidate to team member to leader Kelly M Quintanilla and Shawn T Wahl help students understand the role communication plays when successfully handling situations like job interviewing providing feedback to supervisors and working in teams The fully updated Third Edition includes expanded coverage of making competent choices in new communication channels increased emphasis on skill building for business writing and presentations and the effective use of visual aids

Hospital and Healthcare Security Russell L. Colling, 2001 Hospital and Healthcare Security Fourth edition is a complete resource for healthcare protection planning and programming The book offers thorough and fully updated coverage of the primary health and security issues hospitals and healthcare agencies face including infant protection and security animal and research laboratory security hospital watch programs and the relationship between hospital security and law enforcement Written primarily for use by the healthcare protection administrator it also serves as a reference for any hospital security officer supervisor or administrator

The Manager's Pocket Guide to Documenting Employee Performance Terry L. Fitzwater, 1998 This step by step guide will help you document and change unwanted work behaviors before they become issues leading to termination It is presented in a format that is easy to understand and apply The guide presents specific measures for accurate performance documentation that will protect your organization against discharge litigation

The Social Work Field Placement John Poulin, Selina Matis, Heather Witt, 2023-01-30 Helps students to integrate social work education with field placement learning experiences in a purposeful reflective and unified manner This essential text helps BSW and MSW students integrate social work education with field placement experiences in a purposeful reflective and unified way Structured around the nine Council on Social Work Education CSWE competencies and fully updated with the 2022 Educational Policy and Accreditation Standards EPAS it offers learning activities field reflections case summaries and discussion prompts to deepen understanding With added content on anti racism diversity equity inclusion and rights based practice this edition prepares students to apply theory to practice effectively and ethically What s New Updated to align with

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The Employee Performance Handbook Margie Mader-Clark,Lisa Guerin,2021-04-27 Maximize employee performance whether your workers are on site or remote Confronting employees about poor performance is an ordeal dreaded by managers and HR pros everywhere The possibility of emotional outbursts and the specter of a lawsuit leaves even many experienced managers at a loss The Employee Performance Handbook is a complete how to guide for managing employee performance Packed with practical and legal advice this book offers smart strategies that will help get the most out of your employees and avoid legal trouble You ll learn how to identify problems early on decide when discipline is necessary choose the right response to a problem engage employees in improving performance fire employees when necessary protect against wrongful termination lawsuits and manage a remote workforce effectively With downloadable forms You can download sample policies sample forms checklists skills building exercises and more details inside [Federal Register](#) ,2013-12

Communication and Implementation Jack J. Phillips,Wendi Friedman Tush,2016-05-12 Communication and Implementation Communication and Implementation is the sixth of six books in the Measurement and Evaluation Series from Pfeiffer The proven ROI Methodology developed by the ROI Institute provides a practical system for evaluation planning data collection data analysis and reporting All six books in the series offer the latest tools most current research and practical advice for measuring ROI in a variety of settings Communication and Implementation explores two important topics that are vital to the ROI Methodology reporting results and sustaining the process The authors show how to report results that will ensure that the audience has the information needed so that the improvement processes will be implemented successfully The book explores the range of reporting methods including face to face meetings brief reports one page summaries routine communication mass audience techniques and electronic communications The authors offer suggestions for determining the best methods to employ In addition Communication and Implementation contains information on how to keep the ROI process going for the long haul and how to make it a valued process for any organization

Wiley Pathways Supervision Bob Nelson,Peter Economy,Kerry Sommerville,2007-03-09 Gaining the right managerial skills will help launch a career in a field that is in high demand and short supply With this book readers will acquire the knowledge and tools to manage employees as well as to deal with the increasingly complex changes that occur in the business world One of the important areas covered is how to handle office politics and ethical questions Mastering this section will open up new doors

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