

# CHECKLIST:

## Developing a Performance Improvement Plan (PIP)

- 1** Determine if PIP is required  


*Ask yourself:  
Is the employee valued?  
Can the performance issue be resolved?  
Will the outcomes be positive?*
- 2** Involve the employee  


*When employees are involved, they are invested in the outcome of the PIP*
- 3** Draft the PIP  


*HR plays an important role in assisting managers with drafting a detailed and specific plan*
- 4** Define the support needed  


*Consider what resources, training or coaching will be provided*
- 5** Schedule regular check-ins  


*Check-ins should be clearly defined in the PIP with specific deadlines*

# Performance Development Guide Tips

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