

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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