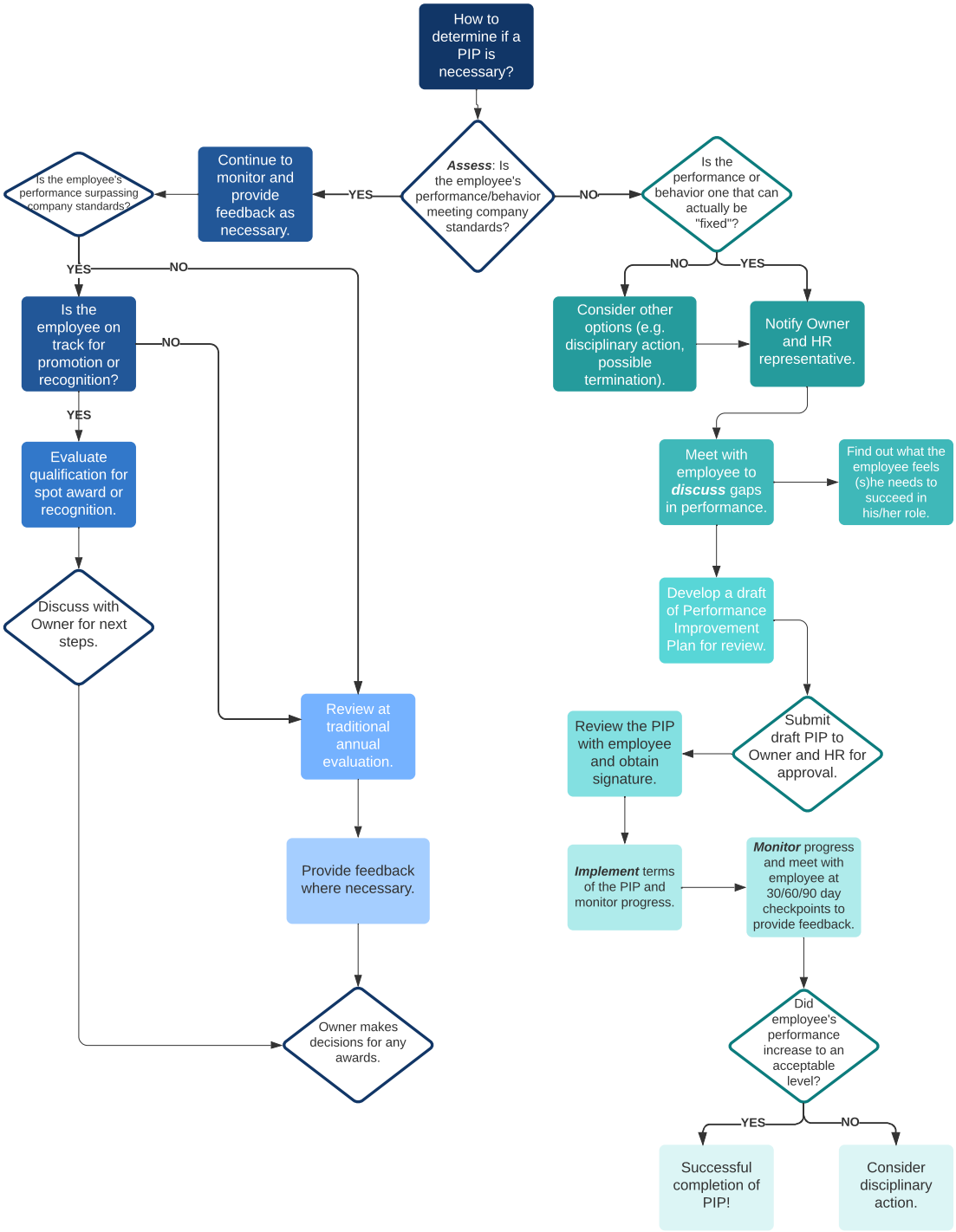
How to determine if a PIP is necessary?
Assess: Is the employee's performance/behavior meeting company standards?
YES
Continue to monitor and provide feedback as necessary.
Is the employee's performance surpassing company standards?
YES
NO
Is the employee on track for promotion or recognition?
NO
YES
Evaluate qualification for spot award or recognition.
Discuss with Owner for next steps.
Review at traditional annual evaluation.
Provide feedback where necessary.
Owner makes decisions for any awards.
NO
Is the performance or behavior one that can actually be "fixed"?
NO
YES
Consider other options (e.g. disciplinary action, possible termination).
Notify Owner and HR representative.
Meet with employee to discuss gaps in performance.
Find out what the employee feels (s)he needs to succeed in his/her role.
Develop a draft of Performance Improvement Plan for review.
Submit draft PIP to Owner and HR for approval.
Review the PIP with employee and obtain signature.
Implement terms of the PIP and monitor progress.
Monitor progress and meet with employee at 30/60/90 day checkpoints to provide feedback.
Did employee's performance increase to an acceptable level?
YES
NO
Successful completion of PIP!
Consider disciplinary action.