



Performance Improvement Plan (PIP) Form

(to be completed by direct supervisor)

Employee Name		PIP Meeting Date	
System/Position Title		Position Start Date	
Direct Supervisor		PeopleSoft Employee ID#	

The University Mission

Our mission is to create, evaluate, share, and apply knowledge and to prepare students to be accountable leaders who will bring to their work dedication to the global community, a grasp of complexity, effective problem-solving and communication skills, and an enduring commitment to learning and ethical conduct.

Our Common Ground

The University of Vermont is an educationally purposeful community seeking to prepare students to live in a diverse and changing world. We who work, live, study, teach, do research, conduct business, or participate in the University of Vermont are members of this community. As members, we believe in the transforming power of education and agree to help create and foster an environment where we can discover and reach our true potential. We aspire to be a community that values Respect, Integrity, Innovation, Openness, Justice, and Responsibility.

Performance Improvement Plan (PIP) Purpose

The purpose of this Performance Improvement Plan (PIP) is to define serious areas of concern and/or gaps in an employee’s work performance, reiterate the University of Vermont’s expectations, and allow the employee an opportunity to demonstrate improvement and commitment. The University of Vermont strives to promote successful employees, and fosters strong working relationships through regular feedback and open lines of communication.

Performance Improvement Plan (PIP) Process

1. Once the supervisor establishes that an employee’s performance in one or more core competencies or essential functions is unsatisfactory, the supervisor must complete the PIP Form and meet with the employee to review it. At the supervisor’s discretion, they may complete a PIP form and review it with the employee for any area that needs improvement. Both the supervisor and the employee sign the finalized PIP.
2. The supervisor provides the employee with a finalized copy of the PIP and adds a copy to the employee’s departmental file.
3. The supervisor and employee meet during the PIP time period for regularly scheduled feedback and to document the employee’s progress.
4. At the end of the established time period the supervisor assesses whether the employee has met or exceeded the performance expectations outlined in the PIP. If the PIP was successful, the supervisor should meet with the employee to formally close the PIP. If improvement has not occurred the initiation of formal discipline may occur.

Section 1: Outline Performance Concerns

INSTRUCTIONS: Define the deficiencies and their impact on work/the workplace. Provide specific examples, comments, and/or evidence. *Note: Attach any supporting documentation.*

Section 2: Review Expectations

INSTRUCTIONS: Include specific evidence (e.g., Position Description (PD), Performance Review Form, email follow-ups, discussion notes, etc.) where performance expectations have been communicated. *Note: Attach any supporting documentation.*

Section 3: Improvement Goals / Objectives

INSTRUCTIONS: List specific goals/objectives related to the areas of concern to be improved as discussed in Section 2. Include any professional development activity that will assist the employee in reaching that goal, if applicable. List the resources available to complete the performance improvements (e.g., other employee's time or expertise, funds for training, or time away from usual responsibilities). Identify specific indicator(s) for each goal that demonstrates achievement of goal/objective. *Note: May use an attachment.*

	Goal/Objective	Improvement Activity	Resource(s) Needed/Support Required	Indicator(s) of Achievement/Expectations
1				
2				
3				

Section 4: Timeline for Improvement & Expectations Statement

INSTRUCTIONS: Indicate the timeframe for improvement and how often the employee will receive feedback. Review the completed statement below with the employee.

Effective immediately, you are placed on a _____ (30, 60, or 90)-day Performance Improvement Plan. During this time, you will have _____ (weekly, biweekly, monthly) follow-up meetings with your supervisor to assess progress and obtain feedback. You will be expected to make regular progress on the plan outlined above. The purpose of this PIP is to define serious areas of concern and/or gaps in your performance, reiterate the University's expectations, and allow you an opportunity to demonstrate improvement and commitment. Failure to meet or exceed these expectations may result in formal discipline.

Employee Resources

Employee Assistance Program

If you are experiencing personal difficulties that may be impacting your ability to meet performance expectations, you may wish to take advantage of the services available to you through the University's Employee Assistance Program (EAP), managed by InvestEAP
802-864-3270

Accommodation Information

If you believe that you need reasonable accommodations to perform the essential functions of your job due to a disability, you may contact the ADA Coordinator in the AA/EO office to discuss accommodations under the American's with Disabilities Act.
802-656-0945

Section 5: Acknowledgement of Performance Improvement Plan

INSTRUCTIONS: After reviewing the PIP outlined above the supervisor and employee sign the form. At the end of the established time period the employee will receive notification of the successful or unsuccessful completion of the PIP. **NOTE:** *By signing the supervisor and employee acknowledge that they have reviewed the PIP outlined above. It does not necessarily indicate the employee's agreement with the supervisor's evaluation.*

Supervisor: Print Name: _____ Signature: _____ Date: _____

Employee: Print Name: _____ Signature: _____ Date: _____