

PERFORMANCE IMPROVEMENT PLAN (PIP) CHECKLIST

ITEMS TO CONSIDER BEFORE PLACING AN EMPLOYEE ON A PIP

- ☐ Remain objective about the employee's performance and situation
- ☐ Has the employee's job changed and what impact has that had on performance?
- ☐ How long has the employee been in their current job? Is the performance concern related to a training issue?
- ☐ Has the employee received a previous written constructive counseling for performance prior to the issuing of the PIP within the past 12 months? Use this information to help determine if this is a repeat of a previous performance issue
- ☐ Review employee's job description
- ☐ Review employees' most recent performance review
- ☐ Are there external factors unrelated to the job affecting performance for you to consider?
- ☐ Review the Competency Model on Sodexo_Net to help identify the competencies the manager should be addressing in the PIP (use search term: Competency Model)
- ☐ Have you discussed the PIP with your Manager?

DEVELOPMENT OF THE PIP

- ☐ Document performance issues
- ☐ Complete constructive counseling letter to accompany the PIP
 - o Refer to the Constructive Counseling page
- ☐ Develop ideally, no more than five (5) SMART Goals
- ☐ Identify training via Ingenium or other sources in alignment with the competency
- ☐ Notify Human Resources and next level manager
- ☐ Schedule weekly / bi-weekly progress meetings (suggest sending an Outlook meeting request)
- ☐ Document every meeting on the form; obtain signatures by both parties; provide copy of document to employee
- ☐ Send the signed PIP for management employees to General Manager

STEPS TO CLOSE PIP

- ☐ Closure letter: complete a closure letter, successful or unsuccessful to the employee at the end of the PIP. The Manager is responsible for completing this letter, providing a copy to the employee, and filing it with the PIP in the employee file.
 - o **NOTE: If the employee was unsuccessful in meeting the terms of the PIP, please contact Human Resources to discuss next steps.**

FILING

- ☐ File Placement- include completed copies of the signed counseling and PIP.