

## 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
  - 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.
  - 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.