



Performance Improvement Plan (PIP) Progress Assessment Instructions

1. Supervisor completes page 1 and the first four rows of the PIP Progress Assessment form for each substandard behavior or job performance outlined in the employee's PIP.
2. Supervisor emails the Assessment form to the employee, asking them to respond by documenting their progress in each of the areas of substandard behavior or job performance in the row(s) labeled "Progress Report-Employee".
3. Employee evaluates self in each area by utilizing the scale below and provides a narrative that explains or supports the rating they provided.
 - a. No or unacceptable improvement made
 - b. Limited improvement made
 - c. Significant improvement made
4. Supervisor provides the employee with five working days to complete the Assessment. Once completed, the employee must return the Assessment to the supervisor.
5. Supervisor will complete the row(s) labeled "Progress Report-Management", and send a copy of the fully completed form to the Vice President for Human Resources (VPHR) for review.
6. Supervisor will also provide the VPHR with a copy of the employee's PIP with the "Results" section completed, indicating whether or not the employee has achieved the required improvements at the conclusion of the PIP process.
 - a. If the employee has achieved the required improvement(s), their PIP will end.
 - b. If not, the supervisor will initiate the termination paperwork by completing the Notice of Dismissal of Employment form (<https://www.uhd.edu/documents/hr/resources/dismissal.pdf>) and submit it to the VPHR for review.
7. Either action must be reviewed and approved by the respective vice president.
8. Supervisor and Employee Relations Officer or Designee will meet with the employee at the conclusion of the PIP period to discuss the resulting action.