



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 him/her to respond by documenting his/her progress in each of the areas of substandard behavior or job performance in the row(s) labeled "Progress Report-Employee".
3. Employee evaluates himself/herself in each area by utilizing the scale below and provides a narrative that explains or supports the rating he/she provides.
 - 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 Employment Services and Operations (VPESO) for review.
6. Supervisor will also provide the VPESO with a copy of the employee's PIP with the "Results" section completed, indicating whether or not he/she has achieved the required improvements at the conclusion of the PIP process.
 - a. If he/she has achieved the required improvement(s), his/her 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/administration/employment-services-operations/resources/Documents/dismissal.pdf>) and submit it to the VPESO for review.
7. Either action must be reviewed and approved by the respective vice president.
8. Supervisor and VPESO (or designee) will meet with the employee at the conclusion of the PIP period to discuss the resulting action.