



Baylor University

Manager Tool: Performance Improvement Plan Documentation

The purpose of this document is to serve as a tool for managers as they build out performance improvement plans in Ignite. It is recommended that managers use this tool as a planning document in consultation with their [HR Consultant](#). After planning, the information from this tool should be transferred to the official performance improvement plan in Ignite. For information on how to submit performance improvement plans in Ignite, please visit the [Responsibilities for Performance Improvement Plans](#) job aid.

Severity of this Warning

Performance improvement plans follow progressive corrective action steps that typically occur in the following order based on the level of severity:

- Documented Coaching Conversation (PIP)
- First Level Warning
- Second Level Warning
- Final Warning

A step in the progressive corrective action plan may be modified and/or eliminated depending upon the nature and severity of the allegations and/or conduct. Refer to the [Staff Disciplinary Policy \(BUPP 807\)](#) for additional information on corrective action steps.

Description of Concern

The Description of Concern should be concise but should also provide specifics on the areas of concern. It is recommended that the manager use key words that describe the area of concern, such as “performance”, “conduct”, or “communication” that summarize the concern to the employee. The description should concisely detail what the concern is, when it occurred, and the impact of the concern on the organization or work group. While there may be several areas of concern, it is recommended that managers select no more than three to four major areas for immediate improvement. This allows the employee the opportunity to have areas of focus without overwhelming the employee.

Example:

Area of Concern: Time Management

Description of Concern: John Doe has failed to meet important project deadlines on multiple occasions. Most recently, on 9/15/20, John failed to submit his report for Project X. As a result, the department was late in its service delivery to its client.

Area of Concern:

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Required Plan for Improvement and Action Items

The Required Plan for Improvement and Action Items should be specific, measurable, attainable, and time sensitive. The performance improvement plan should be a resource for both the manager and the employee to evaluate the successful completion of the performance improvement plan. From the performance improvement plan, employees should know what they are expected to do to improve and by when.

Example:

Area of Concern: Time Management

Action Plan: John Doe will create a schedule for each project that reflects tasks to be completed and by what date. John will also provide weekly updates on the status of projects and will inform his supervisor in advance when projects will not be completed on time.

Area of Concern:

Action Plan:

Area of Concern:

Action Plan:

Area of Concern:

Action Plan:

Area of Concern:

Action Plan: