

PERFORMANCE IMPROVEMENT PLAN

To initiate a performance improvement plan (PIP) for an employee, be prepared to enter dates, specific plan details and any pertinent documentation. Log into Workday and type “Start Performance Improvement Plan” into the Search Bar. Read the instructions at the top of the page concerning the dates for a PIP. Like the Written warning process, there is a guided flow: Summary, Supporting Documents, Review and Submit.

Start Performance Improvement Plan for Employee

The Period Start Date and Period End Date refer to the period in which the behavior or infraction occurred. If the infraction was on a single day, please use the same date for both the Period Start and Period End Date.

The dates for Performance Improvement Plans should not overlap. If the initial PIP was for 1/1/2022 through 1/31/22, then a subsequent PIP should include begin on a date following the end of the first PIP (30, 60, or 90 days); e.g., 2/1/2022 - 2/28/22 followed by 3/1/22 - 4/30/22. If you have questions about the dates to use, please contact Cassie Christie in Human Resources.

Employee *


Review Template *

Period Start Date *

MM/DD/YYYY

Period End Date *

MM/DD/YYYY

 enter your comment

Submit

Cancel

Complete Manager Evaluation

Manager Evaluation: Performance Improvement Plan - 06032022: Niko Ma

07/01/2022 - 08/31/2022

Review

Supporting Documents

Review and Submit

start performance

Summary

The purpose of this Performance Improvement Plan (PIP) is to define areas of concern, gaps in your work performance, reiterate the expectations of Bowdoin College, and to allow you the opportunity to demonstrate improvement and commitment. While previous informal discussions may have taken place, this PIP serves as official documentation of your performance and the need for immediate and sustained improvement.

Question

Please list significant areas and/or specific concerns in a timeline narrative including a summary of specific events and dates leading up to the PIP. Include observations and any other previous discussions or coaching conversations. Areas of concern might include poor attitude, respect, unprofessional behavior, lack of engagement, etc.

Manager

Answer

Periodic 15 minute meetings in conversations:
Employee has not significantly improved despite weekly meetings and coaching conversations since July 1.

Question

Please list specific, bulleted areas of concern. Examples may include: respect, attention to detail, competing priorities in a timely fashion, poor response times, etc.

Manager

Answer

Niko has missed four additional Fridays and 1 Monday after his initial warning.

Question

Please list improvement goals related to the areas of concern to be improved and addressed. Consider referencing the job description.

Manager

Answer

No absences is our ultimate goal!

Question

What specific tools, resources, training, or guidance is the employee requesting? What specific tools, resources, training, or guidance is the manager providing?

Manager

Answer

Consider meeting with H to see if there is need for a medical leave of absence or FMLA considerations.

Question

Please list a schedule of follow-up meetings or discussions including the date of the meeting, the activity (e.g., weekly check-in), and the location.

Manager

Answer

Weekly meetings on Friday mornings at 9:00 am until further notice.

Back

Next

Save for Later

Close

Review Complete Manager Evaluation

Manager Evaluation: Performance Improvement Plan - 06032022: Niko Ma

Actions

07/01/2022 - 08/31/2022

Evaluated By: Frank H Good...

Summary

Supporting Documents

Review and Submit

Question

Please list specific, bulleted areas of concern. Examples may include: respect, attention to detail, competing priorities in a timely fashion, poor response times, etc.

Manager

Answer

Niko has missed four additional Fridays and 1 Monday after his initial warning.

Question

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Answer

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Question

What specific tools, resources, training, or guidance is the employee requesting? What specific tools, resources, training, or guidance is the manager providing?

Manager

Answer

Consider meeting with H to see if there is need for a medical leave of absence or FMLA considerations.

Question

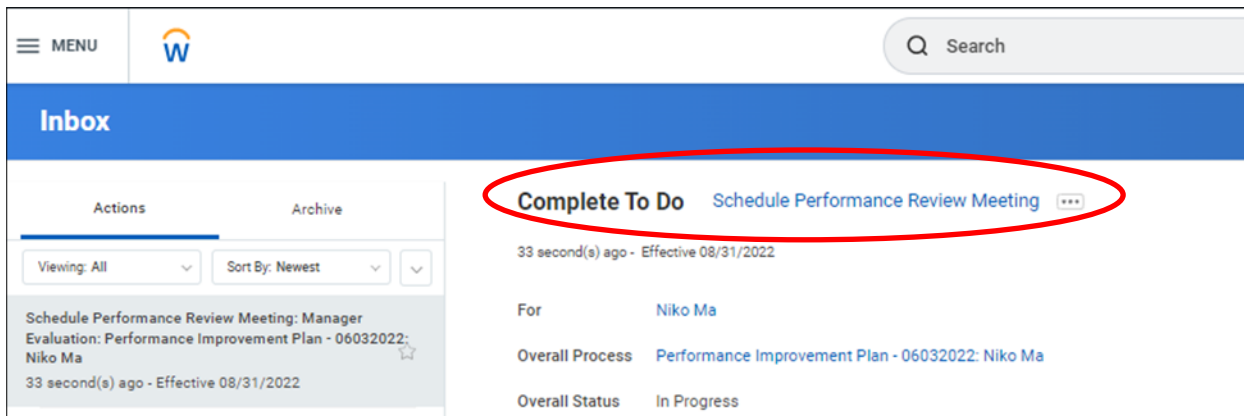
Please list a schedule of follow-up meetings or discussions including the date of the meeting, the activity (e.g., weekly check-in), and the location.

Manager

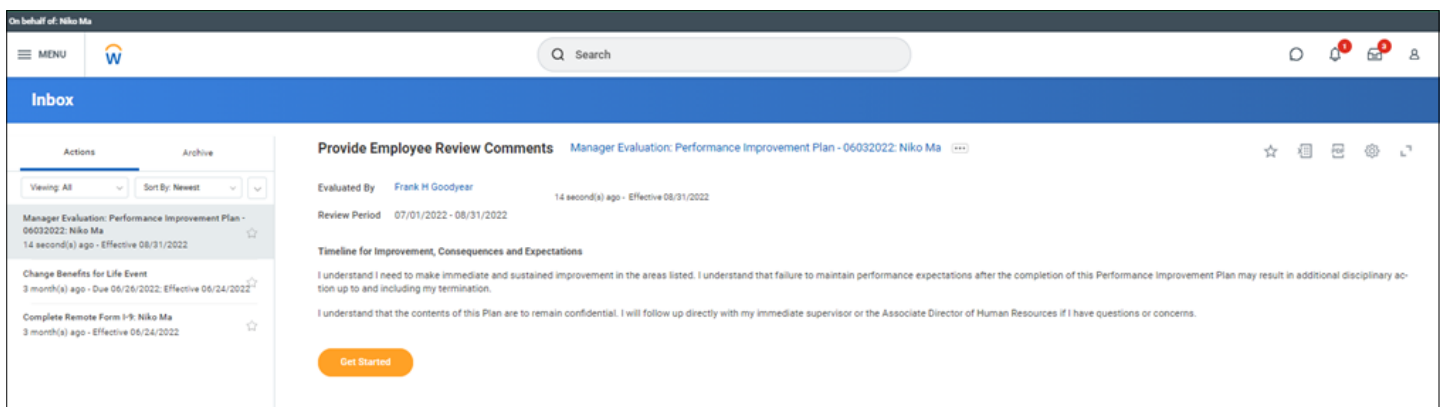
Answer

Weekly meetings on Friday mornings at 9:00 am until further notice.

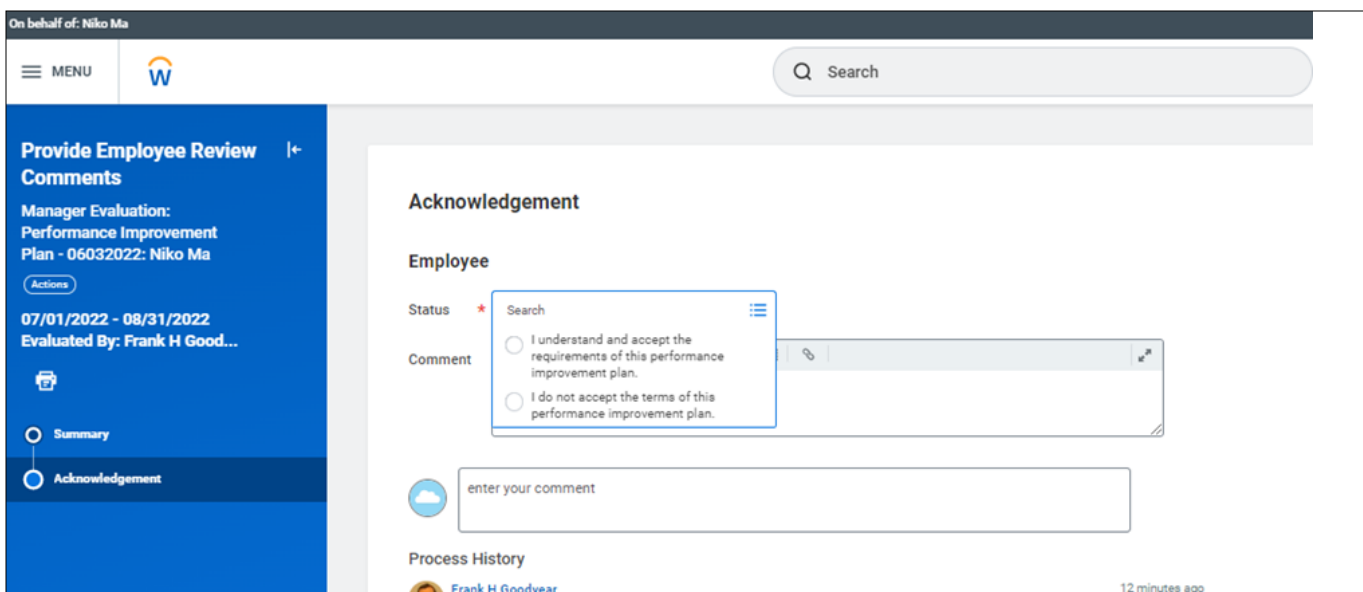
Complete the PIP and review it. When you click Next, the manager will receive a task in their inbox to schedule a performance review meeting about the PIP. Once SUBMIT is clicked, the employee will receive a notice in their inbox that there is a PIP. Be sure to meet with the employee prior to clicking on SUBMIT to avoid the employee inadvertently viewing the PIP before the manager has had the chance to discuss it.



The employee receives this task in their inbox once Submit is clicked.



The employee reviews and acknowledges the PIP summary and may enter comments before submitting back to their manager for the manager acknowledgement and any additional comments.



A new Performance Improvement Plan tab will be visible in the employee's profile under Performance. Just like the Written Warning process, to create a pdf copy of the PIP, click on Create New PDF. Allow a few minutes for the PIP to be generated.

The first screenshot shows the employee profile for Niko Ma, Systems Administrator. The 'Performance Improvement Plans' tab is selected, showing a table with one completed item. The 'Create New PDF' button is circled in red. The second screenshot shows the 'Performance' tab in the sidebar, with a red circle around the 'Performance' link and a red arrow pointing to the 'Create New PDF' button in the table.

Both Manager and Employee acknowledgements appear at the top of the printed PIP.

Performance Improvement Plan - 06032022
 Organization: Museum of Art (Anne C Goodyear, Frank H Goodyear)
 Location: Maine
 07/01/2022 - 09/31/2022

Ma, Niko
 Systems Administrator
 Manager: Anne C Goodyear
 Evaluated By: Frank H Goodyear

Timeline for Improvement, Consequences and Expectations

Acknowledgement

Manager
 Entered by: Frank H Goodyear
 Status: I have met with the employee and discussed all aspects of this performance improvement plan.
 Comment: Let's hope we see some real progress with Niko after this PIP is in place.
 Date: 09/26/2022

Employee
 Entered by: Niko Ma
 Status: I understand and accept the requirements of this performance improvement plan.
 Comment: Thanks for meeting with me.
 Date: 09/26/2022

Summary

Please list significant areas and/or specific concerns in a timeline narrative including a summary of specific events and dates leading up to the PIP, discussions or coaching conversations, Areas of unprofessional behavior, lack of engagement, etc.

Manager Evaluation
 Response: Previous Emails: Warning in conversations: Employee has not significantly improved.

Please list specific, bulleted areas of concern. E completing priorities in a timely fashion, poor res

Manager Evaluation
 Response: Niko has missed four additional Fridays

Please list improvement goals related to the area referencing the job description summary and/or

Manager Evaluation
 Response: No absences is our ultimate goal!

What specific tools, resources, training, or guidance is the employee requesting? What specific tools, resources, training, or guidance will you provide to your employee?

Manager Evaluation
 Response: Consider meeting with H to see if there is need for a medical leave of absence or FMLA considerations.

Please list a schedule of follow-up meetings or discussions including the date of the meeting, the activity (e.g., weekly check in, 30 day review, etc.), and who will conduct the meeting or discussion.

Manager Evaluation
 Response: Weekly meetings on Friday mornings at 9:00 am until further notice!



Niko Ma

Systems Administrator

Actions

Individual Goals

Archived Goals

Development Items

Performance Review

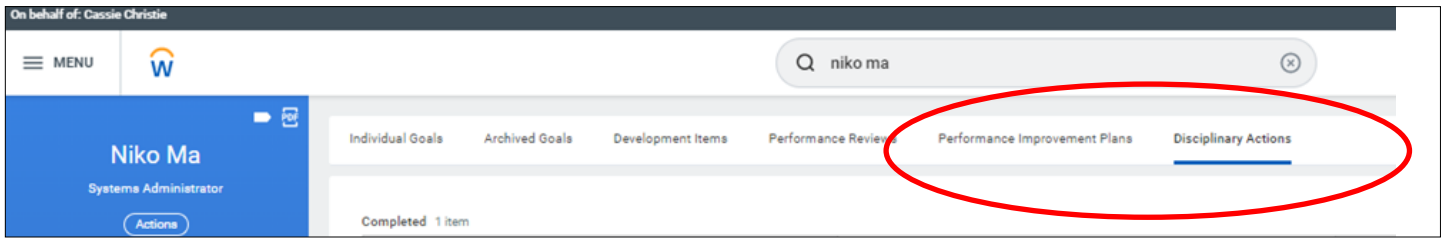
Performance Improvement Plans

Disciplinary Actions

Completed 1 item

PRINTING A DISCIPLINARY ACTION WHILE IT IS IN PROCESS (NOT FINALIZED)

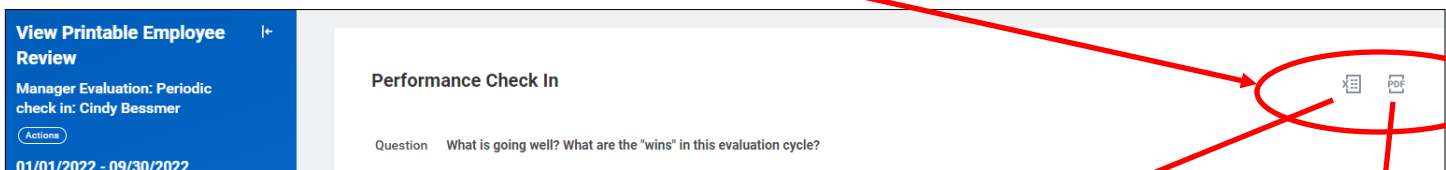
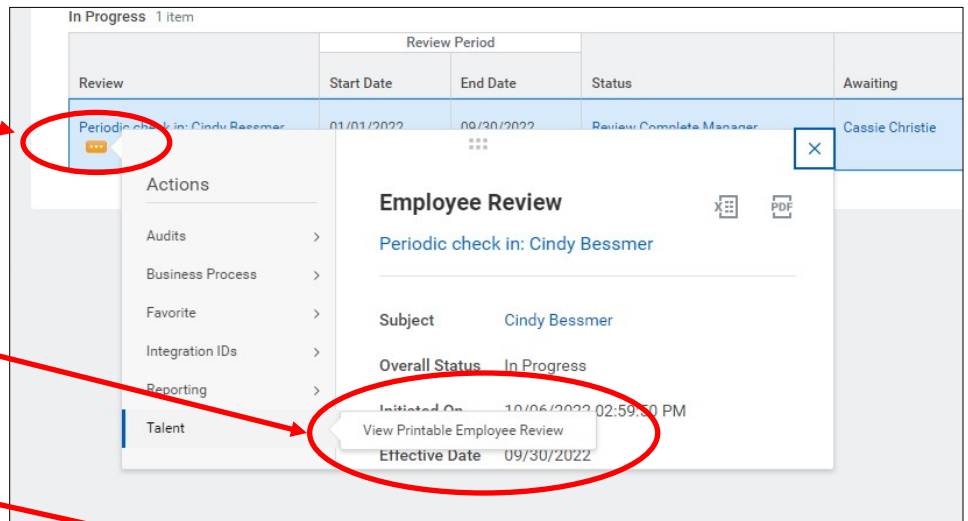
Employee and managers may craft their responses to questions outside of Workday and then copy and paste them in, or may respond directly in Workday. In order to print responses before the check in is completely finalized, follow these steps. Navigate to the Performance tab and locate the check-in in progress.



Click on the related actions ellipsis (...) next to the action in process to reveal another menu.

Click on the Talent tab to reveal the option "View Printable Employee Review."

When you click on the Printable option, you have the option of printing an Excel file or a pdf.



EXCEL FORMAT

PDF FORMAT

	A	B	C	D	E	F
1	Performance Check In					
2	Save for Later					
3	Question	What is going well? What are the "wins" in this evaluation cycle?				
4	Manager					
5	Answer	Manager response				
6	Employee					
7	Answer	Employee self-reflection				
8	Question	What didn't turn out for you?				
9	Manager					
10	Answer	Manager response				
11	Employee					
12	Answer	Employee self-reflection				
13	Question	What else is going on?				

Performance Check In

11:54 AM
10/28/2022
Page 1 of 3

Question
What is going well? What are the "wins" in this evaluation cycle?

Manager

Answer
Manager response

Employee

Answer
Employee self-reflection