SOUTHERN ILLINOIS UNIVERSITY FDWARDSVILLE

EDWARDSVILLE		PERFORMANCE IMPROVEMENT PLAN (PIP) FORM					
Office of Human Resc	ources Box 1040 Edwar	rdsville, IL 62026 Phone: 618.650.2190 Fax: 618.650.2696					
SECTION I – Employment D	<u>Pata</u>						
Employee Name:		Banner ID No.:					
Classification:	_	Position Title/ No.:					
Period Covered From :	To:	Evaluation Type:					
INTRODUCTION In cases where either overall performance or a specific performance area does not meet standards of performance, an Performance Improvement Plan is required and should clearly describe:							
 What behavior, performance, situations, or conditions must be changed What is to be done by the employee What is to be done by the supervisor When the development will be completed. 							
plans for overall ratings that do no	For specific areas that do not meet standards of Performance Improvement Plan should be documented in Sections I and II of the EEP form. Improvement plans for overall ratings that do not meet standards of improvement must be document on the Performance Improvement Plan (PIP). All Performance Improvement Plans will be coordinated and approved through the Office of Human Resources.						

The supervisor will conduct follow-up discussions on a weekly basis over the next 60 days to review progress toward objectives and will render a follow-up

performance appraisal at the end of the Performance Improvement Plan time-frame. NOTE: Performance Improvement Plans do not apply to probationary

SECTION II – General Performance Factors (Complete for All Employees including Managers and Supervisors)

<u>employees</u>. Also, they are not a replacement for the University's Progressive Disciplinary Process.

		Check One Rating			
	Rating Elements	Not Applicable	Does Not Meet Standards of Performance	Meets Standards of Performance	
Job Know	lledge				
A.	Possesses knowledge & skills necessary to perform job				
			•		
	What is to be done by employee				
	What is to be done by supervisor				
	Date Improvement to be achieved				
	Dates of follow-up meeting				
B.	Keeps current with changes in the job				
	What is to be done by employee				
	What is to be done by supervisor				
	Date Improvement to be achieved				
	Dates of follow-up meeting				

C.	Understands job requirements and department functions			
	What is to be done by employee			
	M/hat is to be done by supervisor			
	What is to be done by supervisor	1		
	Date Improvement to be achieved			
	Dates of follow-up meeting			
Quality	y of Work			
A.	Is accurate and thorough			
	What is to be done by employee			
	Matheway in the control of the contr			
	What is to be done by supervisor	1		
	Date Improvement to be achieved			
	Dates of follow-up meeting Makes consistent effort to listen, understand, and satisfy client/user			
B.				
	nee ds	1		
	What is to be done by employee			
	What is to be done by supervisor			
	Date Improvement to be achieved			
	Date improvement to be achieved			
_	Dates of follow-up meeting	ļ	T	
C.	Follows policies, procedures, regulations, and protocol			
	What is to be done by employee			
	What is to be done by supervisor			
	Data language and at the least of the second			
	Date Improvement to be achieved			
	Dates of follow-up meeting			

D.	Uses equipment properly; avoids creating safety hazards			
	What is to be done by employee			
	What is to be done by employee			
	What is to be done by supervisor			
	Date Improvement to be achieved			
	Datos of fallow we asset as			
	Dates of follow-up meeting	1		
		1		
Produc			ı	ı
A.	Completes appropriate amount of work			
	What is to be done by employee			
	What is to be done by supervisor			
	What is to be done by supervisor			
	Date Improvement to be achieved			
	Dates of follow-up meeting			
B.	Manages time effectively			
	What is to be done by employee			
,	What is to be done by employee			
	What is to be done by supervisor			
	Date Improvement to be achieved			
	Dates of follow-up meeting			
C.	Balances multiple job responsibilities			
·.	balances multiple job responsibilities			
,	What is to be done by employee			
	What is to be done by supervisor			
	Data Improvement to be achieved			
	Date Improvement to be achieved	1		
	Dates of follow-up meeting			

D.	Organizes work effectively		
	What is to be done by employee		
	What is to be done by supervisor		
	Date Improvement to be achieved		
	Dates of follow-up meeting		
Commur	nication, Interpersonal Relationships, Teamwork		
Α.	Shows tact, sensitivity, and diplomacy in dealing with others		
	and the second s		I
	What is to be done by employee		
	What is to be done by supervisor		
	What is to be done by supervisor		
	Date Improvement to be achieved		
	Dates of follow-up meeting		
B.	Keeps appropriate people informed in a timely manner		
	What is to be done by employee		
	What is to be done by supervisor		
	Para tanana anno da sa da sa da		
	Date Improvement to be achieved		
	Dates of follow-up meeting		
C.	Listens to other's view and encourages other to express their views		
	What is to be done by employee		
	What is to be done by employee		
	What is to be done by supervisor		
	Date Improvement to be achieved		
	Date improvement to be achieved		
	Dates of follow-up meeting		

	Sustains positive work relationships with others and resolves conflict with others directly, constructively		
D.	with others directly, constructively		
	Milhot is to be done by openings		
	What is to be done by employee		
	NAME OF THE PROPERTY OF THE PR		
	What is to be done by supervisor		
	Bara Laura and the sales and		
	Date Improvement to be achieved		
	Detect of fellows as a section		
E.	Dates of follow-up meeting Responds positively to constructive suggestions	<u> </u> 	
	, and a second s		
	What is to be done by employee		
	What is to be done by supervisor		
	,		
	Date Improvement to be achieved		
	Dates of follow-up meeting		
F.	Contributes effectively to team assignments		
	What is to be done by employee		
	What is to be done by supervisor		
	Date Improvement to be achieved		
	Dates of follow-up meeting		
		1	
A.	Completes work on time		
	completes work of time		
	What is to be done by employee		
	The second of employee		
	What is to be done by supervisor		
	Date Improvement to be achieved		
	,		
	Dates of follow-up meeting		

B.	Works independently; requires minimal supervision		
	What is to be done by employee		
	What is to be done by supervisor		
	What is to be done by supervisor		
	Date Improvement to be achieved		
	Datas of follow up mosting		
C.	Dates of follow-up meeting Report to work on time and utilizes breaks appropriately		
<u>. </u>	Report to work on time and utilizes breaks appropriately		
	What is to be done by employee		
	What is to be done by supervisor		
	Date Improvement to be achieved		
	Dates of follow-up meeting		
D.	Has infrequent unscheduled absences		
	What is to be done by employee		
	What is to be done by employee		
	What is to be done by supervisor		
	Date Improvement to be achieved		
	Date improvement to be adme ved		
	Dates of follow-up meeting		
Initiative -	Problem Solving		
A.	Recognizes need for action and reacts appropriately/self-starter		
	What is to be done by employee		
	What is to be done by supervisor		
	Date Improvement to be achieved		
	Dates of follow-up meeting		
	baces of follow-up inceding		

B.	Takes on additional responsibility when and where needed		
	What is to be done by employee		
	What is to be done by employee		
	What is to be done by supervisor		
	Date Improvement to be achieved		
	Dates of follow-up meeting		
C.	Adapts well to change (e.g., schedules, procedures, priorities)		
	Milhot into he dans by considering		
	What is to be done by employee		
	What is to be done by supervisor		
	Date Improvement to be achieved		
	·		
	Dates of following mosting		
D.	Dates of follow-up meeting Makes consistent efforts to listen to, understand, and satisfy client/user		
ъ.	wakes consistent errorts to listen to, understand, and satisfy thenry user		
	What is to be done by employee		
	What is to be done by supervisor		
	Date Improvement to be achieved		
	Date improvement to be duffered		
_	Dates of follow-up meeting		
E.	Identifies potential problems, analyzes, formulates solutions		
	What is to be done by employee		
	What is to be done by supervisor		
	Data Impressor mant to be achieved	1	
	Date Improvement to be achieved		
	Date Improvement to be achieved Dates of follow-up meeting		

Planning	- Resource Management		
A.	Sets goals and plans for future development		
	lud as a fine fine fine		
	What is to be done by employee		
	What is to be done by supervisor		
	That is to be don't by superiors		
	Date Improvement to be achieved		
	Datas of follow up magazina		
	Dates of follow-up meeting		
B.	Manages monetary resources effectively		
	What is to be done by employee		
	, , , ,		
	What is to be done by supervisor		
	Date Improvement to be achieved		
	Date improvement to be achieved		
	Dates of follow-up meeting		
C.	Introduces appropriate tehnology into work environment		
	What is to be done by employee		
	What is to be done by supervisor		
	That is to be done by superiors		
	Date Improvement to be achieved		
	Detect of following associate		
	Dates of follow-up meeting		
Llining A	Stimmative Action		
	ffirmative Action		
A.	Recruits and hires quality personnel		

A.	Recruits and hires quality personnel		
	What is to be done by employee		
	What is to be done by supervisor		
	Date Improvement to be achieved		
	Dates of follow-up meeting		

B.	Uses hiring and promotional opportunities to improve workplace		
	diversity and meet affirmative action objectives		
	What is to be done by employee		
	What is to be done by supervisor		
	Date Improvement to be achieved		
	Dates of follow-up meeting		
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		d .	,
Human	Resource Management		T
A.	Plans and organizes workload and staffing, using staff time, skills and potential		
Λ.	anapotentia	+	
	Martin hadron harris and		
	What is to be done by employee		
	What is to be done by supervisor	_	
	Date Improvement to be achieved		
	Dates of follow-up meeting		
B.	Achieves constructive working relationship between staff and		
	management		
	What is to be done by employee		
	What is to be done by supervisor		
	Date Improvement to be achieved		
	Dates of follow-up meeting		
C.	Manages change and achieves staff support of objectives		
	What is to be done by employee		
	What is to be done by supervisor		
	Date Improvement to be achieved		
	Dates of follow-up meeting		
	paces of follow-up meeting	I	

D.	Shows fairness in dealing with staff		
	Matheway in the Indiana have a male and		
	What is to be done by employee		
	What is to be done by supervisor		
	Pate law and a second		
	Date Improvement to be achieved		
	Dates of follow-up meeting		
Employe	ee Development		
Α.	Evaluates performance regularly, accurately, and fairly		
	What is to be done by employee		
	What is to be done by supervisor		
	Date Improvement to be achieved		
	Dates of follow-up meeting		
B.	Coaches and reinforces performance to facilitate employee		
	Miles San Inc. days Inc. and a second		
	What is to be done by employee		
	What is to be done by supervisor		
	But to a second by discord		
	Date Improvement to be achieved		
	Dates of follow-up meeting		
C.	Assists and supports appropriate employee development opportunities		
	What is to be done by employee		
	What is to be done by employee		
	What is to be done by supervisor		
	Date Improvement to be achieved		
	Date improvement to be achieved		
	Dates of follow-up meeting		

D.	Prepares employees to assume increased responsibilities			
	What is to be done by employee			
	, , ,			
	What is to be done by supervisor			
	What is to be done by supervisor	+		
	Date Improvement to be achieved			
	Dates of follow-up meeting			
E.	Acts quickly and appropriately on performance problems			
	What is to be done by employee			
	What is to be done by supervisor			
	Data language and the language			
	Date Improvement to be achieved			
	Dates of follow-up meeting			
		d	_	
	te Management		1	Ι
Α.	Shares decision-making responsibility appropriately	+		
	What is to be done by employee			
	What is to be done by supervisor			
	Date Improvement to be achieved			
	Date improvement to be achieved			
_	Dates of follow-up meeting		1	Ι
В.	Provides employees with feedback and recognition	_		
	What is to be done by employee			
	What is to be done by supervisor			

Date Improvement to be achieved

Dates of follow-up meeting

C.	Holds regular employee meetings; keeps staff informed		
	What is to be done by employee		
	water the food of the control of the		
	What is to be done by supervisor		
	Date Improvement to be achieved		
	bate improvement to be deficited		
	Dates of follow-up meeting		
D.	Seeks and listens to employee input/feedback		
	What is to be done by employee		
	What is to be done by supervisor		
	What is to be done by supervisor		
	Date Improvement to be achieved		
	Dates of follow-up meeting		
E.	Encourages teamwork and group achievement		
	What is to be done by employee		
	What is to be done by employee		
	What is to be done by supervisor		
	Date Improvement to be achieved		
	Dates of follow-up meeting		
Responsil	pilities not listed above		
A.			
۸.			
B.			
C.			
D.			
J.			
E.			

Employee's Signature:	Date:	
Printed Name:	_	
Supervisor's Signature/Title:	Data	
Printed Name:	 _ Date:	
Timed Name.	=	
Department Administrator's Signature:	 Date:	
Printed Name:	=	
Office of Human Resources Representative:	Date:	
Printed Name:		

After completing the form, including all signatures indicated, make copy for employee, and return original to Office of Human Resources, Box 1040.

4/2020