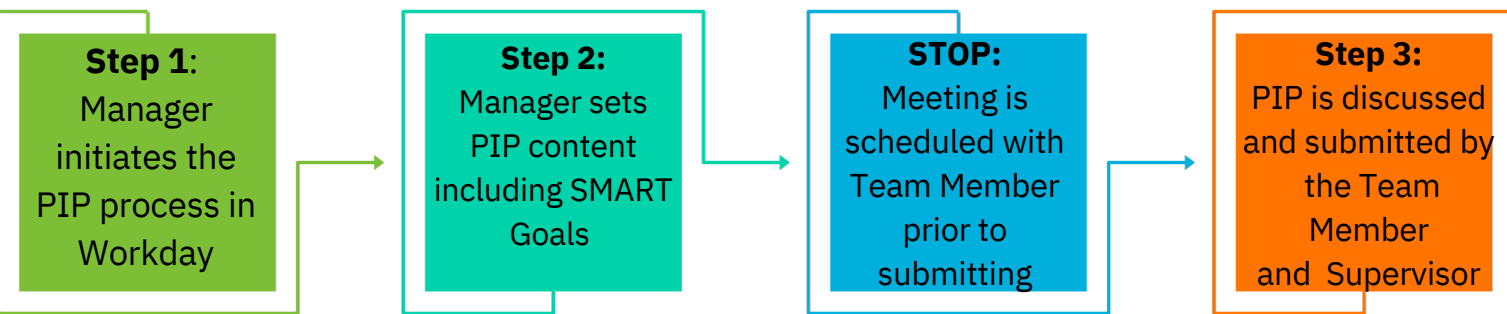


Performance Improvement Plan : How to implement a PIP

A Performance Improvement Plan (PIP) is a tool in Workday to assist in developing an individual in a measurable way. PIP's should be used when additional goals are needed to help improve performance in their core job duties. PIP's are followed and updated within a 30/60/90 period by the manager.



Step 1. Manager starts the PIP process

1. In the Workday search bar type: Start Performance Improvement Plan for Employee
2. **Click** on the Task to continue
3. Enter **Team Members Name**
4. Review Template by Type: **Performance Improvement Plan**
5. Enter period **Start Date**: Presentation day of the Performance Plan to Team Member
6. Enter period **End Date**: 90 days from Presentation day with Team Member
7. Click **SUBMIT**

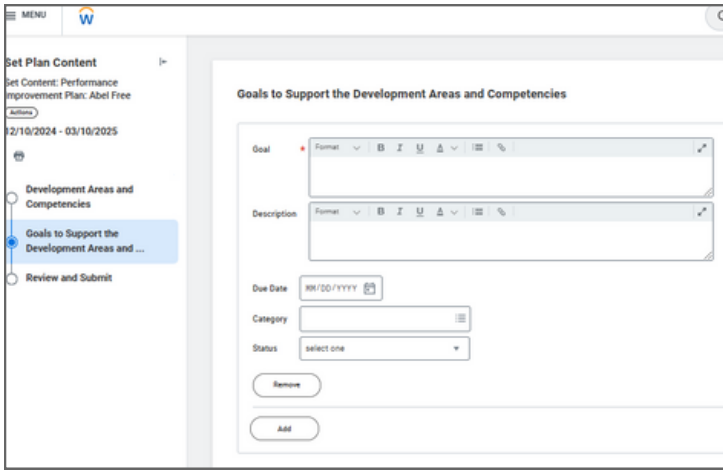
Step 2. Manager Sets the PIP content

1. In Workday click on the **MY TASKS** icon
2. **SET CONTENT**: *Performance Improvement Plan: Team Member* (left side)
3. Click **GET STARTED**
4. Under **Development Areas and Competencies** click **ADD**
(click ADD after each area has been entered if more are needed)

- Development Areas and Competencies are the overarching development items that need improvement
- Development Items can be performance based, skilled objective or both

5. Once each development item that you want the Team Member to work on has been added select the drop down status to **IN PROGRESS** for each item and click **NEXT**

- 6. Under **Goals to Support the Development Areas and Competencies** click **ADD**
- 7. Type goals that you would like to see progress on for your Team Member and click **NEXT**



- 1-2 goals per development area is recommended
- Goals to Support the Development Areas and Competencies are the individuals tasks that will help them achieve the development areas

- 8. When you add each goal to support the items listed, you will enter a **30/60 day progress check-in** with the Team Member and update the goal section in Workday for progress notes
- 9. Once all the goals are aligned with the development items select **NEXT** and review the overall document.

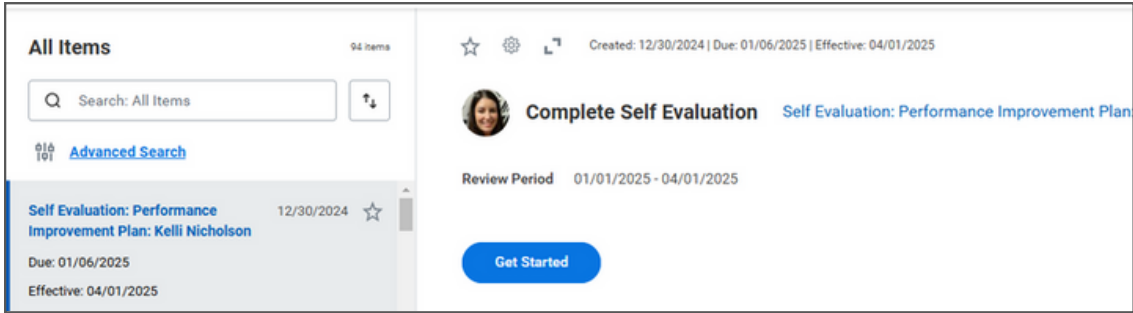


Managers- click SAVE FOR LATER - Do not click submit until you have scheduled a meeting with the Team Member to discuss.

Step 3. Manager and Team Member : Review

Supervisor will send it to the team member to review together and discuss during the meeting

- 1. Team Member will log into **WORKDAY**
- 2. Select the **MY TASKS** icon
- 3. Click on Performance Improvement Plan Review:
- 4. Click on **GET STARTED**



- 5. Team Member will review the **Development Areas and Competencies** and click **NEXT**
- 6. Team Member will review the **Goals to Support the Development Areas and Competencies** and click **NEXT**
- 7. Team Member will review and click **SUBMIT** to send back to their Supervisor, who will acknowledge and submit to Employee Relations

