

Performance Improvement Plan

Review Saved or Submitted PIP Process

A **Performance Improvement Plan (PIP)** in Workday aids in developing an individual by setting measurable goals to enhance performance in core job duties. **This process helps leaders and team members review, add notes, and update a PIP after the initial delivery.**

To create a plan, follow the Performance Improvement Plan Implementation process.

Scheduling on going Touch Bases

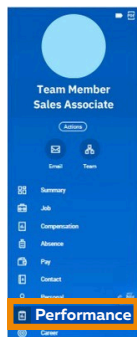
Managers follow and update PIPs within a 30/60/90-day period. Progress and discussion should be added to the development items under the team members profile in Workday

- The leader must schedule on going touch bases to ensure progress and support of the PIP.
- Required minimum of bi-weekly touch bases to document the progress and to discuss support needed.
- Leaders must update Employee Relations of the Team Members progress.

Review Performance Plans: Goals and Items

Once you submit your PIP, the content of the PIP cannot be changed. Development Items from the form are transferred to the Development Items section in Workday under the Team Members profile. These Items can be updated to document accomplishments and track progress but will not change the content on the originally submitted PIP.

1. Go to the team member's profile in **Workday**
2. Select **Performance** from the menu on the left; from here you will see **4 tabs in the upper bar**



Individual Goals Archived Goals Competencies Development Items Performance Review

- **Individual Goals:** The goal(s) from the submitted PIP are transferred to this tab.
- **Archived Goals:** Completed Goals
- **Competencies:** Rally House Core Competencies
- **Development Items:** The development Items from the submitted PIP are transferred to this tab
- **Performance Reviews:** Any Performance Reviews assigned to the team member

Update: Edit/Remove/Add Development Items

Items should be updated to reflect accomplishments and track progress in the plan, reviewed each time the leader, team member, and Employee Relations meet.

1. Go to the team members profile in **Workday**.
2. Select **Performance** from the menu on the left
3. Select Development Items tab; *any edits made to **Development Items** from a finalized/submitted PIP will **NOT** update the content in the original PIP form.*
4. Click the **Pencil icon** to edit **Development Items** on your list.
5. Use the **Remove icon** to delete **Development Items** from your dashboard. **Once a development item is removed from the My Development Items it cannot be recovered.**
6. Click the **Add button** to create a new development item.
7. Click the **Check icon** to save edits before navigating away from the screen.

