# Sample Performance Improvement Plan

This is a very basic PIP. Other positions may require more elaboration on tasks, expectations, and progress information. More resources are available on our Performance Improvement Plan webpage on EmployeeNet.

## Jesse Doe Initial Performance Improvement Plan August 28

### Task: Timesheets

Expectation: No more than 1-2 errors per year

Deadline: February 28, 2023

|  |  |  |
| --- | --- | --- |
| Date | Status/ Progress | Completed? |
| 8/28/2023 | Numerous errors on each timesheet | No |

### Task: Payroll

Expectation: Submitted 1 day early

Deadline: February 28, 2023

|  |  |  |
| --- | --- | --- |
| Date | Status/ Progress | Completed? |
| 8/28/2023 | Payroll >1 day late 75% over previous 2 months | No |

### Task: Call Duties

Expectation: Two or fewer dropped calls per week

Deadline: February 28, 2023

|  |  |  |
| --- | --- | --- |
| Date | Status/ Progress | Completed? |
| 8/28/2023 | Average of 20 dropped calls per week over previous 2 months | No |

### Task: Payroll Processor Certification (PPC)

Expectation: Pass PPC Exam

Deadline: February 28, 2023

|  |  |  |
| --- | --- | --- |
| Date | Status/ Progress | Completed? |
| 8/28/2023 | Has not passed certification exam | No |

## Jesse Doe Performance Improvement Plan- Updated October 7

### Task: Timesheets

Expectation: No more than 1-2 errors per year

Deadline: February 28, 2023; no more than one error per payroll

|  |  |  |
| --- | --- | --- |
| Date | Status/ Progress | Completed? |
| 8/28/2022 | Numerous errors on each timesheet | No |
| 9/10/2022 | 6 timesheet errors in last payroll | No |
| 9/24/2022 | 3 timesheet errors in last payroll | No |
| 10/7/2022 | 2 timesheet errors in last payroll | No |

### Task: Payroll

Expectation: Submitted 1 day early

Deadline: February 28, 2023

|  |  |  |
| --- | --- | --- |
| Date | Status/ Progress | Completed? |
| 8/28/2022 | Payroll >1 day late 75% over previous 2 months | No |
| 9/10/2022 | Completed on time | No |
| 9/24/2022 | Submitted 1 day early | Yes |
| 10/7/2022 | Submitted 1 day early | Yes |

### Task: Call Duties

Expectation: Two or fewer dropped calls per week

Deadline: February 28, 2023

|  |  |  |
| --- | --- | --- |
| Date | Status/ Progress | Completed? |
| 8/28/2022 | Average of 20 dropped calls per week over previous 2 months | No |
| 9/10/2022 | Average of 15 dropped calls for last 2 weeks | No |
| 9/24/2022 | Average of 10 dropped calls for last 2 weeks | No |
| 10/7/2022 | Average of 9 dropped calls for last 2 weeks | No |

### Task: Payroll Processor Certification (PPC)

Expectation: Obtain Payroll Processor Certification

Deadline: February 28, 2023

|  |  |  |
| --- | --- | --- |
| Date | Status/ Progress | Completed? |
| 8/28/2022 | Has not passed certification exam | No |
| 9/10/2022 | Failed certification exam | No |
| 9/24/2022 | Passed certification exam | No |
| 10/7/2022 | Obtained certification | Yes |