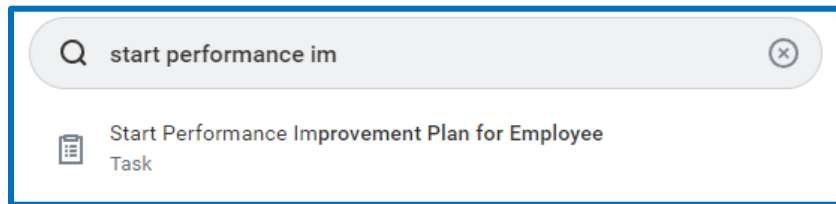# Talent Management: Performance Improvement Plan

A **Performance Improvement Plan (PIP)** is used to document an employee's performance deficiencies and identify steps and resources to be taken for improvement.

INITIATING THE PERFORMANCE IMPROVEMENT PLAN

1. To begin, you can select "Initiate a Performance Improvement Plan" from the Actions menu in the employee profile, located in the Talent Management section. Alternatively, in the Workday search bar, you can type **start performance improvement**. You want to choose Start Performance Improvement Plan:
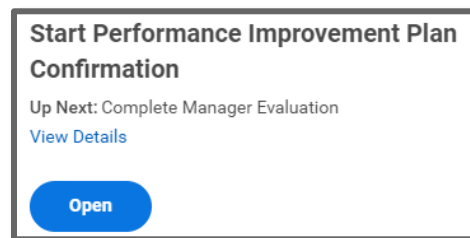
> Q start performance im   ⊗
>
> 📋 Start Performance Improvement Plan for Employee
>   Task

2. Type the worker's name in the **Employee** field and hit Enter.

3. Choose **Performance Improvement Plan** from the drop down menu for **Review Template**.

4. The **Period Start Date** is the date when you are initiating the disciplinary action. Use the same date for the **Period End Date** field**.**

5. Click **Submit**.

DOCUMENTATION

1. You will see a pop-up window. Click **Open**.

> **Start Performance Improvement Plan Confirmation**
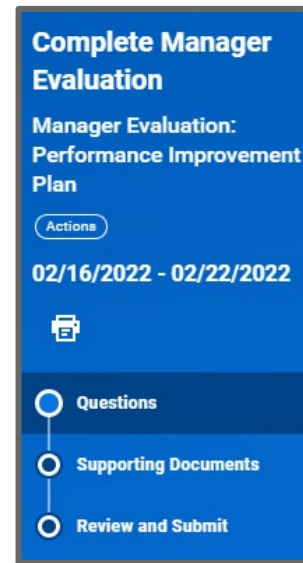>
> Up Next: Complete Manager Evaluation
>
> View Details
>
> **Open**

Note: If at any point you have questions or need assistance, please contact your **Employee Relations Specialist**.

2. Review the information on the screen then select **Get Started**.

> **Complete Manager Evaluation**
>
> Manager Evaluation: Performance Improvement Plan
>
> (Actions)
>
> 02/16/2022 - 02/22/2022
>
> 🖨
>
> ○ Questions
>
> ○ Supporting Documents
>
> ○ Review and Submit

3. Review each question and provide a detailed response in the area provided labeled **Answer**.

4. Click **Next** to get to the **Supporting Documents** section.

5. If you have documents to include, attach them here.

6. Click **Next** to get to the **Review and Submit** section. Review your responses in detail; if changes are needed, click on the appropriate section in the blue left hand menu. Otherwise, click **Submit**.

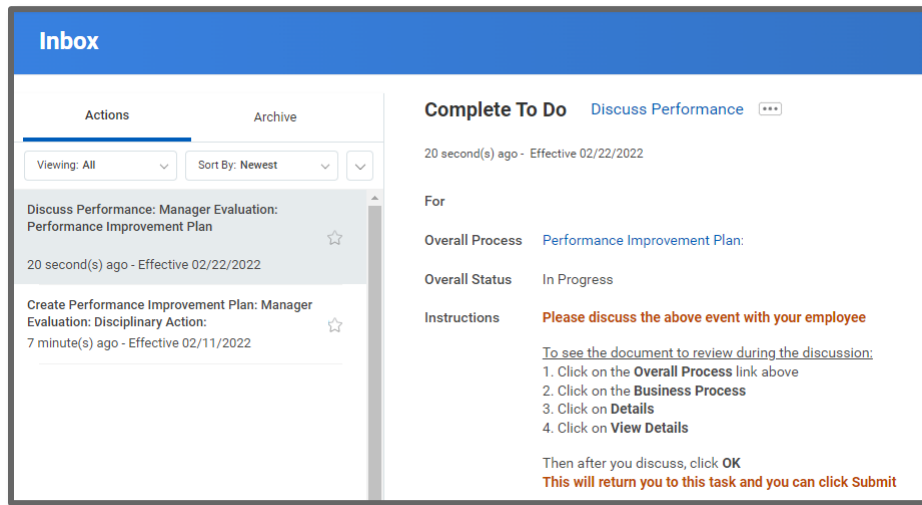7. At this point, it will route to **HR** to review.

Note: HR can make edits, Approve, Send Back, or Deny the Performance Improvement Plan. If it is sent back to you, there will be comments at the very bottom of the screen.

Talent Management: Performance Improvement Plan

MEETING WITH THE EMPLOYEE

1. **After HR approves**, you will get a Workday inbox task to discuss with your employee. Review the instructions and complete the task.

   Once you click Submit for the Discuss Performance task, the Employee can see the Performance Improvement Plan in Workday.

2. The Employee will receive a Workday inbox task to acknowledge the Performance Improvement Plan and add any comments. **Please encourage them to log into Workday during your discussion to submit their task.**