

Performance Improvement Plan (PIP) Confidential

For Classified & Faculty Administrator Employee

Employee Name:	
Title & Position Number:	
Effective Date of PIP:	
End Date of PIP:	
Supervisor Name:	
Title & Position Number:	

The purpose of this Performance Improvement Plan (PIP) is to define serious areas of concern, gaps in your work performance, reiterate Virginia State University's expectations, and allow you the opportunity to demonstrate improvement and commitment. It is important to review your Employee Work Profile (EWP) as it is your reference guide to help you become successful in your current role.

Areas of Concern:

1) 2) 3) 4) 5)	
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Observations, Previous Discussions or Counseling:

1) 2) 3) 4) 5) 6)	
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Step 1: Improvement Goals: These are the goals related to areas of concern to be improved and addressed:

1.	
2.	
3.	
4.	
5.	

Step 2: Activity Goals: Listed below are activities that will help you reach each goal:

Goal #	Activity	How to Accomplish	Start Date	Projected Completion Date
1.				
2.				
3.				
4.				
5.				

Step 3: Resources: Listed below are resources available to you to complete your improvement goals:

1.	
2.	
3.	
4.	
5.	

Step 4: Expectations: The following performance standards must be accomplished to demonstrate progress towards achievement of each improvement goal. Employee is expected to refer to EWP to:

1.	
2.	
3.	
4.	
5.	

Step 5: Progress Checkpoints: The following schedule will be used to evaluate your progress in meeting your improvement goals.

Goal #	Activity	Checkpoint Date	Type of Follow-up (memo/call/meeting)	Progress Expected	Notes
1.					
2.					
3.					
4.					
5.					

Follow-up Updates: You will receive feedback on your progress according to the following schedule:

Date Scheduled	Activity	Conducted By	Completion Date

Timeline for Improvement and Expectations:

The expectation of this Performance Improvement Plan (PIP) is to provide you with knowledge and resources to support the overall development of your performance as an employee of Virginia State University. This plan is not a step in the progressive discipline process. I am available to discuss any issues or concerns you may have as you work through this plan. This plan includes metrics for continuous improvement and evaluation over a period of 60 days. It is not intended to be an employment contract or guarantee of continuing employment. At the conclusion of the 60-day period, an assessment will be made regarding the outcomes of the plan.

Signatures:

Employee:

Supervisor/Manager:

Vice President (If applicable):