## Supervisor’s Checklist

**Performance Improvement Plan**

**Employee Name & ID:**

**Department :**

**Date** :

**Employee placed on Performance Improvement Plan (PIP):** mm/dd/year

* Employee given PIP letter with clarification of expectations
* PIP letter provided to Employee Relations\* for filing

**30-day Evaluation (or significant event):** mm/dd/year

* Assign 30-day progress rating:
	+ Performance Satisfactory
		- Remove employee from PIP
		- Inform Employee Relations
	+ –**OR**- Some Improvement
		- Proceed to 60-day evaluation
		- Provide written feedback
	+ –**OR**- No significant Improvement
		- Draft written warning with Employee Relations
		- Issue written warning to employee
		- Proceed to 60-day evaluation
* Provide Employee with 30-day letter documenting the aforementioned rating and expectations moving forward (Employee Relations can assist in drafting)

**60-day Evaluation (or significant event):** mm/dd/year

* Assign 60-day progress rating:
	+ Performance Satisfactory
		- Remove employee from PIP
		- Inform Employee Relations
	+ –**OR**- Some Improvement
		- Proceed to 90-day evaluation
	+ –**OR**- No significant Improvement
		- Draft final written warning or suspension letter with Employee Relations
		- Issue final written warning or suspension letter to employee
		- Proceed to 90-day evaluation
* Provide Employee with 60-day letter documenting the aforementioned rating and expectations moving forward (Employee Relations can assist in drafting)

**90-day Evaluation (or significant event):** mm/dd/year

* Assign 90-day progress rating:
	+ Meeting Expectations
		- Remove employee from PIP
		- Inform Employee Relations
	+ –**OR**- Performance Unsatisfactory
		- Contact Employee Relations for recommendation for termination
* Provide Employee with 90-day letter documenting the aforementioned rating and expectations moving forward (Employee Relations can assist in drafting)

\* Employee Relations and Compliance in Human Resources:

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