

University of Detroit Mercy
Performance Communication System (PCS)

Performance Improvement Plan (PIP)

Supervisor/Manager – After meeting with your employee to discuss the issue, please complete this form as a record of your discussion. Attach any other relevant documentation. You may make revisions to this form and/or use separate sheets of paper.

Date: _____
Employee Name: _____
Employee Title: _____
Supervisor Name: _____
Supervisor Phone #: _____

Please ensure that the following agenda items are covered in your Performance Improvement Plan discussion:

- ❖ Identify the specific performance issue(s).
- ❖ Discuss the impact of the issue(s) on the department and the University.
- ❖ Obtain the employee's feedback.
- ❖ Discuss expected behavior or performance.
- ❖ Discuss developmental objectives (include internal/external resources necessary to influence improved performance and outcomes).
- ❖ Discuss action steps that will be taken by the employee.
- ❖ Discuss action steps that will be taken by you, the supervisor.
- ❖ Discuss a resolution.

Next formal review discussion date _____
[depends on severity of issue(s)]

State the consequences for substantial lack of improvement:

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Performance Improvement Plan (PIP), cont.

Summary of meeting and above agenda items:

Employee's Comments:

* * *

Supervisor Signature *Date*

Employee Signature *Date*

Department Head Signature *Date*