

Manager- Start Performance Improvement Plan

USER GUIDE

INTRODUCTION

The purpose of the Performance Improvement Plan (PIP) is to address items that have not been successfully addressed through the ongoing performance appraisal cycle to clearly identify expectations, progress points, and consequences of not meeting the items set forth in the PIP.

If you have questions prior to starting the PIP, please contact Human Resources at HR@co.marathon.wi.us

PERFORMANCE IMPROVEMENT

1. From the **Homepage**, in the **search bar** enter **“Performance Improvement”**
2. Click the **Start Performance Improvement Plan for Employee Task**
3. Enter in the information on the screen. Any fields with a red asterisk * are required. Enter the **Employee Name**.
4. Under Review Template, choose **County & IT PIP- Employee Agreement**.
5. Enter the **Period Start** and **End Date**. *Note that the End Date should be no later than 6 months from the Start Date.*

Start Performance Improvement Plan for Employee

Start and end dates can be edited if needed. To begin, select today's date for start date. The end date should be no later than 6 months from today to ensure the plan is being reviewed. At that time the date can be extended or a new PIP can be initiated if necessary.

Employee *

Review Template *


Period Start Date *

Period End Date *

6. Click **Submit**.
7. A new screen will pop up. Click **Open** to start the Performance Improvement Plan Confirmation.



8. Under the **Details** section, enter information for the following areas by clicking on the **Pencil Icon**
 - Areas of Concern
 - Activities Designed to Improve Performance
 - Expected Results
 - Time
9. To save the information in each field as you complete the form, click the **Checkmark Icon**
10. Attach any relevant **Supporting Documents** by drag and drop or searching for the file to upload.
11. Click **Submit**.
12. Another screen will pop up with Manager Evaluation: Employee Agreement. This is your reminder to meet with the Employee. Click **Done**. *At this point, there is nothing sent to the employee and there is nothing to print.*
13. After review is complete. Navigate to the next item in your Inbox: **Performance Improvement Plan Review with Employee**. Enter any additional comments and click **Submit**. This will then route to the employee to complete.
14. The employee will receive the evaluation and can either Acknowledge and Agree or Acknowledge with Comments, then Submit. The Performance Improvement Plan will be documented in the employee's Performance Tab under Performance Improvement Plans.



Note: You can print off the PIP by clicking on the PDF icon. All the information entered may not be listed, but you can keep this as a record. Know that this will be stored in Workday.