



HUMAN RESOURCES DEPARTMENT

PERFORMANCE IMPROVEMENT PLAN OUTCOME REPORT

NAME: _____ **DATE:** _____

TITLE: _____ **DEPARTMENT:** _____

An Outcome Report following a Performance Improvement Plan (PIP) is expected to contain the following components:

1. Identify statements of performance or conduct that were unsatisfactory or needed improvement as described from the employee's PIP:

2. Did the employee attain satisfactory conduct or performance in addressing the above concerns?

☐ Yes

☐ No

If "Yes" which areas were completed satisfactorily?

If "No" what are the continued areas that need improvement?

3. This Outcome Report will indicate one of the following:

- ☐ Satisfactory completion.
- ☐ Some progress, a new Performance Improvement Plan is required.
- ☐ Unsatisfactory progress, move to the disciplinary process (this serves as verbal notice for the disciplinary process).

A copy of the Outcome Report will be placed in the employee's personnel file.

Signature of Employee

Date

Signature of Supervising Administrator

Date

Title of Supervising Administrator

Signature of Reviewer
(Vice President, HR or designee)

Date

Title of Reviewer
(Vice President, HR or designee)

C: Employee's Personnel File