



SPECIAL PERFORMANCE IMPROVEMENT PLAN FOR LEADERS

The following instructions will walk you through how a Leader completes a Special Performance Improvement Plan for an employee.



If a supervisor develops concerns with an employee's work performance, the first step is to contact the Human Resource (HR) administrator for their department/unit. The HR administrator will partner with the supervisor and UFHR Employee Relations to discuss and draft a plan to help the employee improve their work performance. While the document is ultimately created and approved in the system, much of this process resides outside the system. This guide will take you through the system process, illustrated here in step 4.

NAVIGATION

Login into myUFL and navigate to:

Nav Bar > Main Menu > Human Resources > Manager Self Service > UF Engaged > Performance Documents > Current Documents

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 To complete the employee's Special Performance Improvement Plan, click on the employee's name. If there is more than one row, make sure that you click on the row featuring the Special Perf Improvement Plan Document Type.

Current Performance	Documents				
Filter Criteria	e documents for which you are the Ma	nager.			
Documents you own				Personalize Find 🗐 📕	First 🚯 1-3 st 3 🚯 Last
Employee ID Name	Document Type=	Document Status	Period Regin	Period End . Job Little	Next Due Hate
12345678 Time,Justin	Special Perfloprovement Pla	n Evaluation in Progress	06/01/2018	10/31/2019 IT Analyst I	11/05/2019

2. There are four text entry fields you must fill out for the Special Performance Improvement Plan. Fill out the first text entry field.

C Document Selection	UF Engaged Performance Process	A Q O ≡		
UF Engaged Performance Process • « Steps and Tasks	Special Perf Improvement Plan	Save Submit for Approval		
Time, Justin Special Perf Improvement Plan 00/01/2019 * 10/31/2019 Complete Manager Evaluation Due Date 11/05/2019 Pendina Accronal	Manager Assessment - Update and Submit Time, Justin Actions • Job Title Tarelyst Manager 'Wood, Holy Document Type Special Perf Improvement Plan Perfod 0801/2019 • 10/31/2019 Template Document ID 401 Status Evaluation in Progress Due Date 11/05/2019	∰ Print. ES Notify ∰ Print in Word		
Penang Approva Complete	Expand All Collapse All Check Language UF Engaged - Instructions			
	The purpose of this Special Performance Improvement Plan (PIP) is to notify you that a significant aspect of your work performance is not acceptable. Your failure to taske immediate corrective actions to resolve your deficiencies as outlined to you in this Special PIP, and/or your failure to maintain those aspects of your work performance which are considered to be satisfactory, may result in appropriate employment action, up to and including termination. Your leader is issuing this Special PIP to document and communicate clear, timely, and meaningful feedback about concerns and deficiencies with your work performance. Follow up and continued discussion of progress toward reaching an acceptable level of performance will be ongoing, as well as documented in the next regularly scheduled Quarterly Check-in.			
	Manager Comments			
	Specific action plan in order to raise and maintain the performance to an acceptable level, and actions that the employee must take to address the deficiencies documented above. Manager Comments			

3. Scroll Down to continue.



C Document Selection	UF Engaged Performance Process	A Q O ≡
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Special Perf Improvement Plan 08/01/2019 * 10/31/2019	Expand All) Collapse All Check Language	
Complete Manager Evaluation	♥ UF Engaged - Instructions	
Due Date 11/05/2019	The purpose of this Special Performance Improvement Plan (PIP) is to notify you that a significant aspect of your work performance is	
Peorline Americal	not acceptable. Your failure to take immediate corrective actions to resolve your dehicencies as outlined to you in this Special PIP, and/or your failure to maintain those aspects of your work performance which are considered to be satisfactory, may result in	
Complete	appropraze employment action, up to and including termination.	
	deficiencies with your work performance.	
	Follow up and continued discussion of progress toward reaching an acceptable level of performance will be angoing, as well as documented in the next regularly scheduled Quarterly Check-in.	
	 Areas or verderides in periorinance, with examples or the periorinance that needs improvement, including descriptions and dates or specific events. 	
	Manager Commenta 🔀 🛧 🚸 Font - Size - B I U (2 :: A- 🔯 -	
	You do not perform job lasks timely or accurately, and fail to double check your work in anyway. Specifically, each semeeler your gradualle letter of appointment (contracts) i menoranda or inderstanding have a variety of incorrect hormation (compensation rates, FTEs, appointment dates, UFIGs, wrong template) and need to be revised, sometimes multiple times. On multiple coasions you have submitted duplicate listers for the same HR requests. You have also often submitted HR requests after the required deadlines. You have repeatedly entered fution waivers incorrectly, or not entered mem at air.	
	Specific action plan in order to raise and maintain the performance to an acceptable level, and actions that the employee must take to address the deficiencies documented above.	
	Manager Commenta 🔀 🚓 🔶 Font - Size - B I U 🕫 📪 🚣 🔯 -	

4. Fill out the remaining three **text entry fields**.



5. Do not forget to Spell Check your Comments by clicking the Spell Check icon.





6. At any point while filling out the Special Performance Improvement Plan, you can save your progress by clicking the **Save** button. If you save your progress, you can exit the page and return to add more information later. Click the **Save** button to continue.

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UF Engaged Performance Process	o «	Special Perf Improvement Plan	Save Submit for Approval		
Steps and Tasks	0 0 -	Manager Assessment - Update and Submit	Print ES Notify R Print in Word		
Time, Justin Special Perf Improvement Plan		▼ Specific action plan in order to raise and maintain the performance to an acceptable level, and actions that the employee must take to address the deficiencies documented above.	0 12 1 1		
Complete Manager Evaluation		20			

7. Best practice is to click the Language Checker tool before submitting.



8. Once you have finalized your Special Performance Improvement Plan, click the Submit for Approval button.

Contract Selection	UF Engaged Performance Process	A Q 🖸 🖬		
UF Engaged Performance Process 0 « Steps and Tasks 0 • •	Special Perf Improvement Plan Manager Assessment - Update and Submit	Salve Submit for Approval		
Time, Justin Special Perf Improvement Plan 08/01/2019 * 10/31/2019	Time, Justin Actions * Job Title IT Analyst II Manager Wood, Holy	or in the second secon		
Complete Manager Evaluation Due Date 11/05/2019 Update and Submit	Document Type Special Perf Improvement Plan Period 08/01/2019 * 10/31/2019 Template Document ID 401 Statue Evaluation in Progress Due Date 11/05/2019			
Pending Approval Complete	You have successfully saved your evaluation.			

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9. Click the **Confirm** button. Once you click Confirm, the Special Performance Improvement Plan will be routed to UFHR Employee Relations for final review and approval.

Document Selection		UF Engaged Performance Process
UF Engaged Performance Process Steps and Tasks	0 «	Submit for Approval
Time, Justin Special Perf Improvement Plan 08/01/2019 ⁻ 10/31/2019		Probation Period Submissions: If you are confirming that the employee has successfully completed the Probation Period, the system will automatically approve the action.
Complete Manager Evaluation Due Date 11/05/2019		If you are requesting an extension of the Probation Period, this document will be routed to Employee Relations for review and approval.
 Update and Submit Pending Approval Complete 		Special Performance Improvement Plan Submissions: If you are submitting a Special Performance Improvement Plan, the document will be routed to Employee Relations for review and approval. Confirm Cancel

10. You have successfully completed the Special Performance Improvement Plan.

Once UFHR Employee Relations approves the document, they will contact you regarding next steps. At this point, the employee can see the content of the Special Performance Improvement Plan.

Contract	UF Engaged Performance Process	Â	Q	0	
UF Engaged Performance Process 0 « Steps and Tasks 0 0 +	Special Perf Improvement Plan Confirmation - Approval Submitted				
Time, Justin Special Perf Improvement Plan 08/01/2019 ⁻ 10/31/2019	You have successfully submitted this document for approval.				
Complete Manager Evaluation Due Data 1106/2019 Update and Submit					
Pending Approval Camplete					