

Employee Termination Processes

Justification

The first step to creating an effective PIP is to establish why the PIP is being implemented and what the employee should gain from it. Typically, PIPs are put in place when it is shown that an employee is performing poorly and will need some form of improvement before moving forward with other forms of discipline. The PIP should be specific as to what areas need to change or improve and should create some sort of outline for the employee. The manager should discuss with the employee why their performance needs to change and what will happen if it does not. Outline the path of consequences that can occur if there is not improvement, including termination.

Validate

After the PIP has been fully explained and the benefits as well as consequences have been defined, the manager should ensure that the employee understands why they are being placed on the PIP and if they know what is expected of them. Once the employee has been notified of their placement on a PIP, the manager should ask the employee if they have any initial questions or have any feedback they'd like to offer up front. Some employees may wonder why they are on a PIP for certain behaviors and will need clarification on what actions are not working for them and what areas of behavior will need to change. The manager should always obtain some form of confirmation that the employee understands why the PIP is necessary and why they will need to participate.



Include

The manager should bring out the basic guidelines of a PIP and should explain to the employee why the PIP is being utilized for them. While some actions are created by the manager for the employee to follow, it is important that the manager include the employee in ways of creating solutions to the problem at hand. Ask the employee how they think the problem can be resolved and how they perceive putting their plan into action. If the employee is unsure how to handle the situation or how to improve their problem, offer feedback and advice, but don't answer the problem for the employee. Allowing the employee to take place in their own PIP and define ways they are capable of improving themselves allows them to have a greater stake in the plan and will feel more confident about undertaking the massive changes outlined for them.