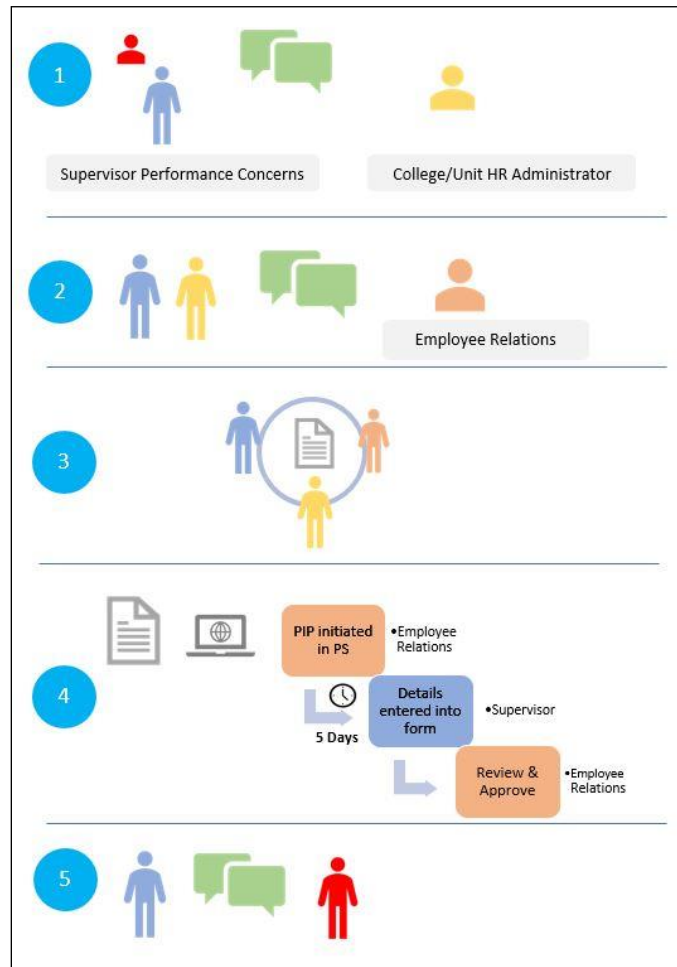


## SPECIAL PERFORMANCE IMPROVEMENT PLAN FOR LEADERS

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**

1. 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  
Listed are the current performance documents for which you are the Manager.

Filter Criteria

| Employee ID | Name                | Document Type            | Document Status        | Period Begin | Period End | Job Title    | Next Due Date |
|-------------|---------------------|--------------------------|------------------------|--------------|------------|--------------|---------------|
| 12345678    | <b>Time, Justin</b> | Special Performance Plan | Evaluation in Progress | 08/01/2018   | 10/31/2018 | IT Analyst I | 11/05/2018    |

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

Document Selection | UF Engaged Performance Process

Special Perf Improvement Plan  
Manager Assessment - Update and Submit

Time, Justin  
Special Perf Improvement Plan  
08/01/2019 - 10/31/2019

Complete Manager Evaluation  
Due Date: 11/05/2019  
Update and Submit  
Pending Approval  
Complete

Job Title: IT Analyst II  
Manager: Wood, Holly  
Document Type: Special Perf Improvement Plan  
Period: 08/01/2019 - 10/31/2019  
Template:  
Status: Evaluation in Progress  
Document ID: 401  
Due Date: 11/05/2019

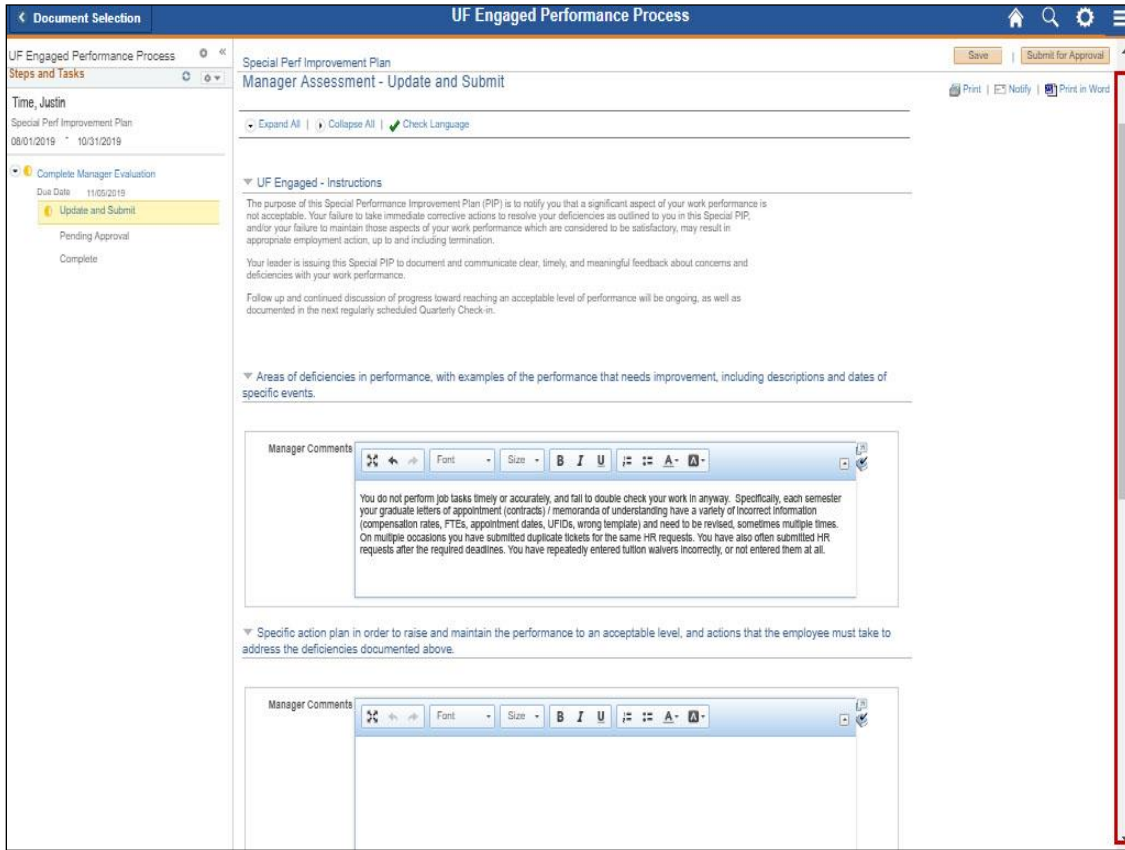
UF Engaged - Instructions  
The purpose of this Special Performance Improvement Plan (PIP) is to notify you that a significant aspect of your work performance is not acceptable. Your failure to take immediate corrective actions to resolve your deficiencies as outlined to you in this Special PIP, and/or 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.

Areas of deficiencies in performance, with examples of the performance that needs improvement, including descriptions and dates of specific events.

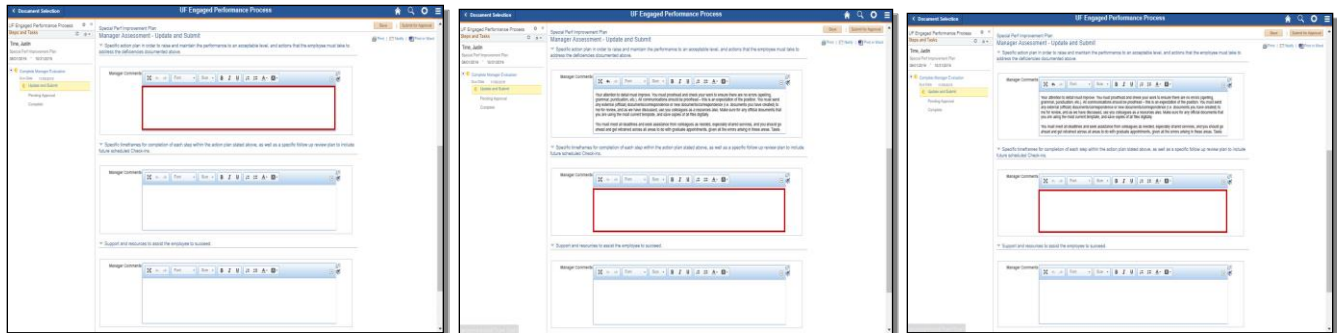
Manager Comments

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.

3. **Scroll Down** to continue.



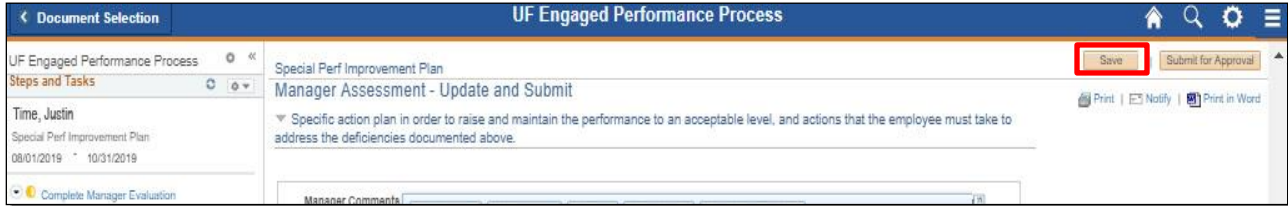
4. Fill out the remaining three **text entry fields**.



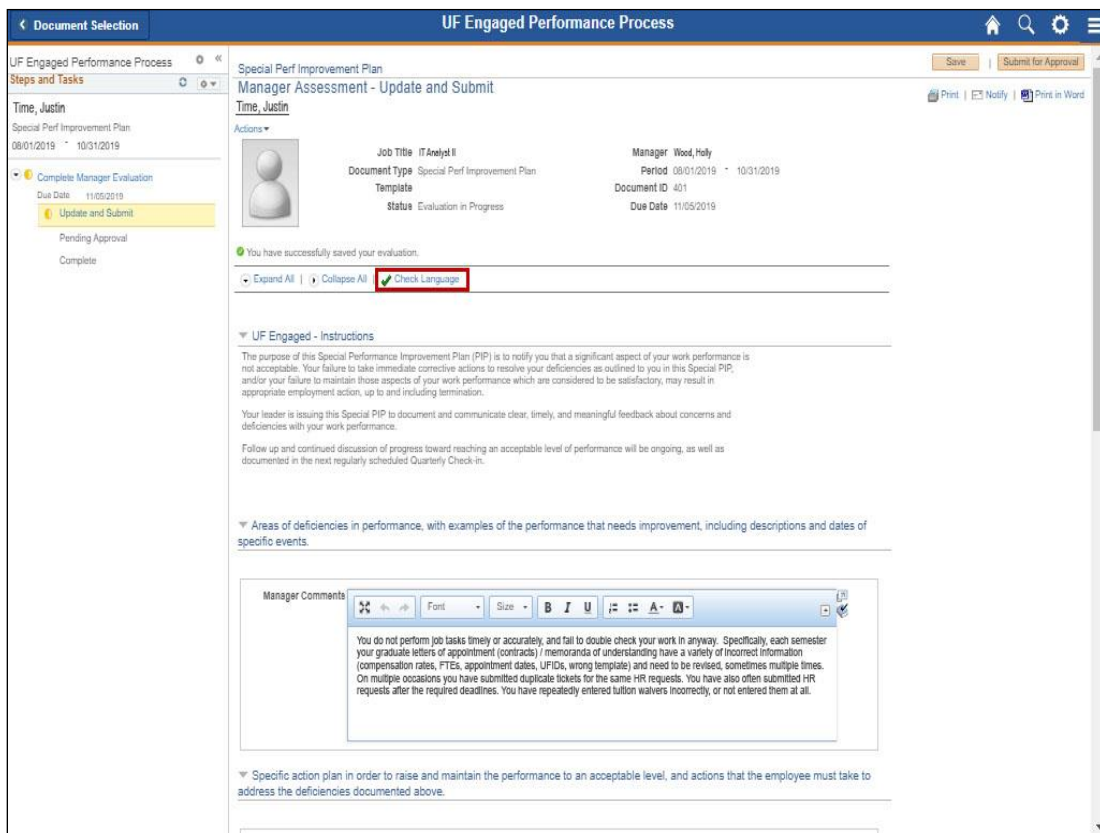
5. Do not forget to Spell Check your Comments by clicking the **Spell Check** icon.



- 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.



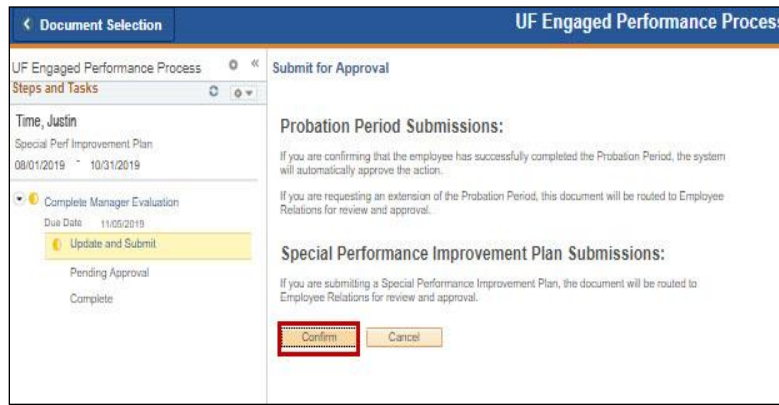
- Best practice is to click the **Language Checker** tool before submitting.



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



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.



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.

