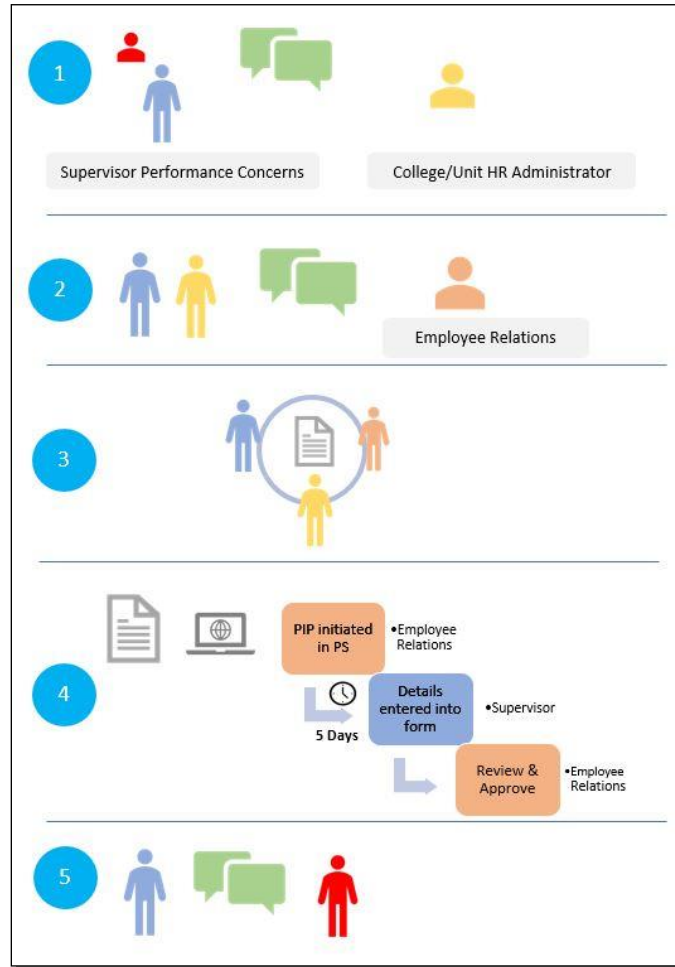


SPECIAL PERFORMANCE IMPROVEMENT PLAN FOR LEADERS

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 Performance Documents

- 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

Documents you own

Employee ID	Name	Document Type	Document Status	Period Begin	Period End	Job Title	Next Due Date
43634551	Doe, Jane	Special Perf Improvement Plan	Evaluation in Progress	05/01/2024	10/31/2024	IT Analyst II	11/05/2024
47367810	Gator, Allie	Special Perf Improvement Plan	Evaluation in Progress	05/01/2024	10/31/2024	IT Special Projects Analyst	11/05/2024

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

Special Perf Improvement Plan Save Submit for Approval

Manager Assessment - Update and Submit Print Print in Word

Gator, Allie

Job Title: IT Special Projects Analyst | Manager: Doe, Jane
 Document Type: Special Perf Improvement Plan | Period: 05/01/2024 - 10/31/2024
 Template: | Document ID: 193251
 Status: Evaluation in Progress | Due Date: 11/05/2024

Expand All | Collapse All | Check Language | Cancel Evaluation

UF Engaged - Instructions

The purpose of this Special Performance Improvement Plan (PIP) is to notify you that your work performance does not meet performance standards. 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.

Indicate areas, if any, where improvement is needed to meet expectations. Provide a plan of action, if appropriate.

Manager Comments

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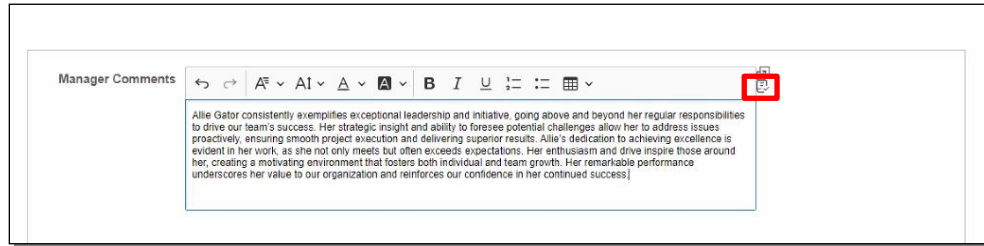
Manager Comments

Allie Gator has consistently excelled in her role, demonstrating an extraordinary level of professionalism and expertise. Her ability to handle complex tasks with precision and efficiency is a testament to her exceptional skills and deep understanding of her work. Allie's innovative approach to problem-solving and her meticulous attention to detail have led to significant improvements in our processes, contributing directly to the team's overall success. Her dedication and strong work ethic make her a standout performer, and her contributions have been crucial to achieving our strategic goals.

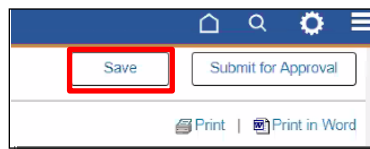
3. Scroll down to continue. Fill out the remaining three **text entry fields**.



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



5. 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.




6. Best practice is to click the **Check Language** tool before submitting.

Special Perf Improvement Plan

Manager Assessment - Update and Submit

Gator, Allie

Actions ▾

	Job Title IT Special Projects Analyst	Manager Doe, Jane			
	Document Type Special Perf Improvement Plan	Period 05/01/2024	10/31/2024		
	Template	Document ID 193251			
	Status Evaluation in Progress	Due Date 11/05/2024			

Expand All |
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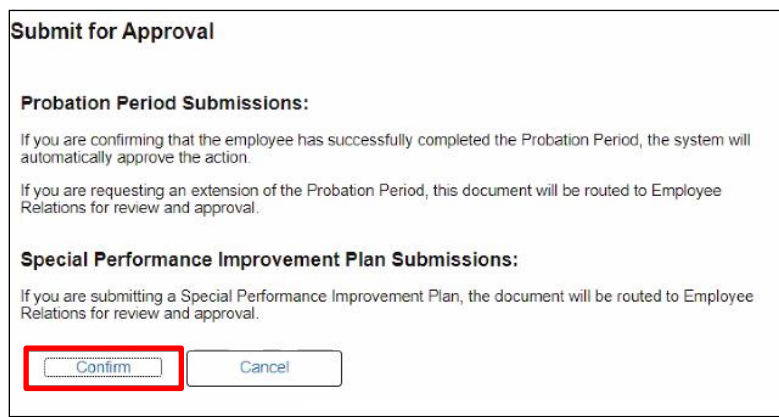
Follow up and continued discussion of progress toward reaching an acceptable level of performance will be ongoing, as well as documented in the next regularly scheduled Quarterly Check-in.

b. Indicate areas, if any, where improvement is needed to meet expectations. Provide a plan of action, if appropriate.

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



8. 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.



9. 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.

