Should you rate your staff as "Unsuccessful/Needs Development," the Performance Improvement Plan, or PIP, process will begin in the system and is a four to six-step process between you and your employee. Utilize this quick reference guide for all steps involved in the PIP process!

Please Note: *Before you click "Submit" on your employee's "Unsuccessful/Needs Development" evaluation, please reach out to your chain of command as well as the Human Resources Employee Relations (ER) team for guidance.*

Performance Improvement Plan (PIP) Process in RivCo Talent

First Unsuccessful Evaluation (Begin PIP Process)

1. The manager drafts the evaluation and gives the employee an overall year-end rating of Unsuccessful/ Needs Development. (Save the evaluation, DO NOT Submit)
    a. The manager should also provide a draft copy of the unsuccessful evaluation to their own manager for review/approval before proceeding to the next step.

2. The manager reaches out to Employee Relations to review the draft evaluation, the draft Performance Improvement Plan (PIP), and obtain additional guidance.
    a. Contact via e-mail at HRInvestigationsUnit@rivco.org

3. The manager finalizes the evaluation and PIP in accordance with guidance and recommendations from Employee Relations and attaches the PIP   to the draft evaluation.
    a. DO NOT attach discipline to the Performance Management System.

4. The manager meets with the employee to review and issue the evaluation, the PIP, and the corrective or disciplinary action.

5. The Manager clicks "submit" on the evaluation, and the employee receives the digital evaluation to acknowledge.

6. Manager creates development tasks for the employee mirroring the areas of improvement listed in the PIP.
    a. The manager will receive a task in RivCo Talent 1 day after submitting the evaluation reminding them to create their development tasks.

7. The Manager clicks submit on the PIP Development Tasks in RivCo Talent, and the employee receives a digital copy to acknowledge.

Second Unsuccessful Evaluation (due 60 days after submitting the first evaluation)

8. The manager drafts a second evaluation (Task name will appear as: (First Initial 60 day PIP evaluation)
    a. If the employee is now Successful, complete the evaluation to close the process.
    b. If the employee is still Unsuccessful, repeat steps 1-5.

9. After repeating steps 1-5, update the Development tasks created in step 6 to match the most recent PIP.

Third/Final Unsuccessful Evaluation (due 60 days after submitting the second evaluation)
10. The manager drafts the final evaluation.
    a. If the employee is now Successful, complete the evaluation to close the process.
    b. If the employee is still Unsuccessful, repeat steps 1-5.

- **Important note:**
    o   Should you reach out to ER and are advised that the unsuccessful rating is incorrect and needs to be changed, you as the manager would change it in the system and then submit the evaluation to the employee.
    o   Once the manager submits the form it goes directly to the employee. If for some reason you make an error on the evaluation and need to change it after it has been submitted, contact your Department's Administrator to route the evaluation back for revisions.

Read more about the PIP Process by accessing the Performance Management guidebook.

Still have questions? Reach out to the Performance Management Team at PerformanceMgmt@rivco.org.