

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 SumTotal Performance**

- **Step One (Manager)** - This step kicks off 10 days after submitting the “Unsuccessful/Needs Development” evaluation. You will only be able to add in Tasks in the Development Plan that your employee will need to work on for the next 60 days.
- **Step Two (Employee)** - Review the PIP evaluation and work on identified tasks in Development Plan.
- **Step Three (Manager)** - Complete a 60-day PIP Evaluation, where you will be working on these areas:
  - **Competencies:** Competencies, based on job role, will auto-populate to the evaluation. Provide a year-end overall rating for each competency.
  - **Goals:** Goals assigned to the current review period will auto-populate to the evaluation. Review, and add any as applicable.
  - **Development Plan:** Utilize this section of the evaluation to identify any activities to complete that will assist in development for the employee’s current or future role.
  - **Year-end Summary/Overall Rating:** Provide any overall comments for the employee’s evaluation, as well as your year-end evaluation of the employee.
  - Signature and date
- **Step Four (Employee)** - Review and Acknowledge the 60-day PIP evaluation. If the employee is rated as “Successful” or higher on this step, then the process is complete. If they received an “Unsuccessful/Needs Development,” the process will continue to step five.
- **Step Five (Manager)** – Perform final PIP evaluation, covering all the same areas that were in the 60-day PIP evaluation. Please refer to step three If employee is rated as “Successful” or above, the process is complete. If the employee received an “Unsuccessful/Needs Development,” then the manager will reach back out to Employee Relations and the process will continue.
- **Step 6 (Employee)** - Review and Acknowledge final PIP. If the employee received a “Successful” or above rating, the process is closed out. If the employee received an “Unsuccessful/Needs Development,” the PIP process will continue.

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](mailto:PerformanceMgmt@rivco.org).*