Manager observes an issue with performance

Is issue severe in nature?

Is issue a behavior or performance?

Is issue with a new task?

Has PIP already been completed?

Is employee relatively new?

Performance Improvement Plan

These are common examples and not all inclusive

Routine task, low impact on organization,

Task completion, meeting expectations,

New tasks taken on by employee

Good for early solutions for issues

Likely new to tasks as well as culture

Positive Discipline

These are common examples and not all inclusive

Severe financial impact, Hipaa violation

Tardiness, absenteeism, meeting deadlines

Experienced with tasks being performed

Repeating PIP may not be beneficial

Higher exposure to workplace culture and tasks should result in more proficient work

This is not a final decision guide, it is only a recommendation for performance improvement when deciding to provide positive discipline or a PIP