Is the employee’s performance or behavior meeting standards?

YES

Continue to monitor and provide frequent feedback

**Please refer to the document "Decision Guide – PIP vs Positive Discipline"

NO

Does current Performance warrant PIP or Discipline?**

PIP

Meet with employee and discuss performance gap

Get employee’s solutions to performance gap.

Draft PIP

Present PIP to Employee

NO

DISCIPLINE

Begin Discipline Process

Did employee’s performance increase to a satisfactory level?

YES

Review at designated intervals

Final Follow Up

**Please refer to the document "Decision Guide – PIP vs Positive Discipline"