University of Oregon  
Post Performance Improvement Plan (PIP) Progress Tracking

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| Employee Name: | Employee Title: |
| Supervisor Name: | |
| Meeting Date: | Department: |

Upon successful completion of the 60-day evaluation period, there will be a 6 month and 12 month follow up meeting to ensure sustained improvement. It is only after these final two follow up meetings that the PIP will be officially completed.

It is the responsibility of the supervisor to ensure these meetings are scheduled and tracked.

***The determination that a PIP was completed unsatisfactorily must be made in consultation with HR.***

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| **Follow Up** | **Date Scheduled** |
| 6-months |  |
| 12-months |  |

1. **6-Month Post PIP Progress Check**

Summary of Progress:

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| --- | --- |
| **6-Month Determination** | |
| HR consulted regarding unsatisfactory determination:  Yes, Consulted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  *HR Staff Member Date*  Not applicable, due to satisfactory progress. | |
| 6-month Post- PIP Period Determination:  Successful Unsuccessful | Employee Notified of Determination  Date of Notification: . |

1. **12-Month Post PIP Progress Check**Summary of Progress:

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| **12-Month Determination** | |
| HR consulted regarding unsatisfactory determination:  Yes, Consulted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  *HR Staff Member Date*  Not applicable, due to satisfactory progress. | |
| 12-month Post- PIP Period Determination:  Successful Unsuccessful | Employee Notified of Determination  Date of Notification: . |

*A PIP is not intended to be an employment contract nor guarantee of continuing employment.*

*An employee may attach their own input to rebut, correct, amplify, or explain any content in this PIP. Though this input will be considered, the decision about whether a PIP has been successfully completed is made by the supervisor in consultation with Human Resources.*