


**KIBABII UNIVERSITY**
*(Knowledge for Development)*

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## Performance Improvement Plan (PIP)

**Confidential**

<b>Name of Employee</b>	
<b>Personal File No.</b>	
<b>Performance Evaluation Period</b>	

The purpose of this Performance Improvement Plan (PIP) is to define serious areas of concern, gaps in work performance and allow you the opportunity to demonstrate improvement and commitment.

**Areas of Concern:**

*Point out issues and how employee's lack of performance and/or behavior has affected his/her co-workers, the University/customers.*

1.	
2.	
3.	
4.	
5.	
6.	
7.	

**Step 1: Improvement Goals:** These are the goals related to areas of concern to be improved and addressed:

1.	
2.	
3.	
4.	
5.	

**Step 2: Activity Goals:** Listed below are activities that will help you reach each goal:

Goal No.	Strategy	Activity	Performance Indicators	Start Date	Projected Completion Date

**Step 3: Resources:** Listed below are resources available to you to complete your Improvement activities (may include other people's time or expertise, funds for training materials and activities, or time away from usual responsibilities.)

1.	
2.	
3.	
4.	
5.	

**Step 4: Expectations:** The following performance standards must be accomplished to demonstrate progress towards achievement of each Improvement goal:

1.	
2.	
3.	
4.	
5.	

**Step 5: Follow-up Updates:** You will receive feedback on your progress according to the following schedule:

Date Scheduled	Activity	Conducted By	Completion Date	Remarks

**Timeline for Improvement, Consequences & Expectations:**

Effective immediately, you are placed on a..... **(insert 60, 75, or 90)-day** PIP. During this time, you will be expected to make regular progress on the plan outlined above. Failure to meet or exceed these expectations, or any display of gross misconduct will result in disciplinary action. Furthermore, failure to maintain performance expectations after the completion of the PIP may result in additional disciplinary action.

The contents of this PIP are to remain confidential. Should you have questions or concerns regarding the content, you will be expected to raise them with Deputy Vice Chancellor (Administration, Finance and Development).

**SIGNATURES**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>

<b>SUPERVISOR NAME</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>