



Office of Field Education Performance Improvement Plan Instructions

The goal of the Performance Improvement Plan (PIP) is to prevent Performance Reviews for students exhibiting issues in field placement. The PIP formalizes feedback to students and provides specific behavioral steps that the student, agency, and college will take to improve performance in field. Below are the steps for developing the PIP:

1. **Begin a PIP.** If discussion between the field instructor and student (with liaison support) does not resolve the issues, the field instructor and liaison will alert the director of field education of their intention to develop a PIP.
2. **Prepare for the PIP meeting.** Prior to a meeting with the student, the field instructor(s) and liaison:
 - a. Complete the *Placement Identification* and *Issue/Problem Definition* sections of the PIP.
 - b. Identify potential Action Steps to enhance student performance.
3. **Meet.** The field instructors, liaison, and director of field education will meet with the student to review the issues/problems and develop a plan to enhance performance. During the meeting, the team will complete the *Action Steps*, *Possible Outcomes*, *Review Meeting*, and *Signatures* sections of the form. The liaison will complete any documentation and distribute to all in attendance within 3 days.
 - a. *Action Steps*:
 - i. Should be specific and have a due date within the 3-4 week timeframe.
 - ii. Can include tasks for the student, instructors, and liaison.
 - b. *Possible Outcomes* should include what will happen if the Action Steps are not successfully completed. Consequences can include:
 - i. Scheduling a Performance Review.
 - ii. Forfeiting and re-doing certain hours claimed for placement.
 - c. *Possible Outcomes* can also include what will happen if the PIP is successfully completed. These can include continuation of placement while continuing some or all Action Steps.
 - d. *Review Meeting* should be scheduled within 3-4 weeks.
 - e. *Signatures* should include everyone involved in developing the PIP and attending the meeting. Signatures indicate agreement with the entire PIP.
 - f. ****NOTE:** If the student does not sign or is not in agreement with the PIP, a Performance Review will be scheduled.
4. **Act.** All parties will complete their Action Steps by the due dates.
5. **Review progress.** Student, field instructor, and liaison will meet on the date of the *Review Meeting*. Outcomes of this meeting should be documented in *Outcomes of Review Meeting*.
 - a. Successful Completion. In this case, the PIP is completed. The student moves forward according to any statements under *Possible Outcomes*.
 - b. Unsuccessful Completion. The student failed to complete the required *Action Steps* and the agency and college will move forward with the consequences identified under *Possible Outcomes*.
 - c. Encouraging Progress. The team may extend the PIP for a student that shows encouraging progress but did not complete everything required in the PIP. The team may add additional *Action Steps* with future due dates or extend the dates for existing Action Steps. Plans to review progress on new or extended due dates should also be made.

Performance Improvement Plan – How to initiate process in SoniaCheck the Title

Log into your Sonia Account

Click on Forms Tab

Click on *OSU Performance Improvement Plan* and then Add

Choose Placement Group - MSW I 2020

Click the arrow next to Student and select the student to assign the PIP form.

The screenshot shows the 'Forms' tab selected in the navigation menu. The main content area displays the 'OSU Performance Improvement Plan' form. The form includes a 'Placement group' dropdown set to 'MSW 1 2020', a 'Student' dropdown, and a 'Date Added' field set to '12/30/2019 2:20 PM'. There are progress indicators for 'Completed (Mine)' (0 of 2) and 'Completed (All)' (0 of 6). A 'New' button with a plus sign and a document icon is visible, with a tooltip that says 'Form added on 12/30/2019'. The form also has 'Delete' and 'Edit' buttons.

You should now see the form listed below and can click on the paper to edit the form

Form Name	Category	Placement group	Site	First Name	Last Name	Date Updated	Due Date	Completed (Mine)	Completed (All)	
OSU Performance Improvement Plan		MSW 1 2020	OSU - Columbus Free Clinic	██████	██████	12/30/2019 2:19 PM		0 of 2	0 of 6	

Please complete the required components of the form with a red asterisks

Draft can be saved and will not be submitted until the signature box is clicked.

There is a section for documentation of the follow up meeting as well.

PIP Follow up meeting (3-4 weeks after initial meeting)

Date & Notes from follow up meeting:

I am verifying that a follow up meeting took place and no further action is needed.