



## Office of Field Education

### Performance Improvement Plan Instructions

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The goal of the Performance Improvement Plan (PIP) is to address concerns before a formal Performance Review is necessary 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*, *Student Strengths* and *Domains of Concern* (s) sections of the PIP.
  - b. The student will also complete the *Student Response* section.
  - c. Draft potential Action Steps to enhance student performance. At least one action step must be created by the student.
3. **Meet.** The field/task instructors and CSW liaison 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. The student must sign and submit the PIP during or after the initial PIP meeting.
  - f. **\*\*NOTE:** If the student does not sign or 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.