

Purpose

Use this procedure to create a Performance Improvement Plan to document specific behavior an Employee needs to improve and step-by step actions the employee needs to take to address their behavior. The Performance Improvement Plan is informal and is used when a Supervisor needs to improve a behavior or when an employee receives a "needs improvement" during the Performance Plan year in any of their Performance Goals or Competencies. The Performance Improvement Plan needs to be acknowledged by the employee within seven days of it being sent by the Supervisor. ***The Performance Improvement Plan is not part of the Formal Progressive disciplinary process is not recognized as such by the Department of Personnel Administration.***

Trigger

Perform this procedure when you need to create a Performance Improvement Plan for an Employee.

Prerequisites

- The employee acknowledges the Performance Improvement Plan and the Supervisor completes the plan by documenting the results of the plan.

Menu Path

Use the following URL to begin this transaction: <http://sapprdep.dot.state.co.us:50000/irj/portal>.

- Select **Employee Self-Service** tab ➔ **Performance** link

Transaction Code

Not Applicable

Helpful Hints

- An improvement plan is not a substitution for a Corrective Action.

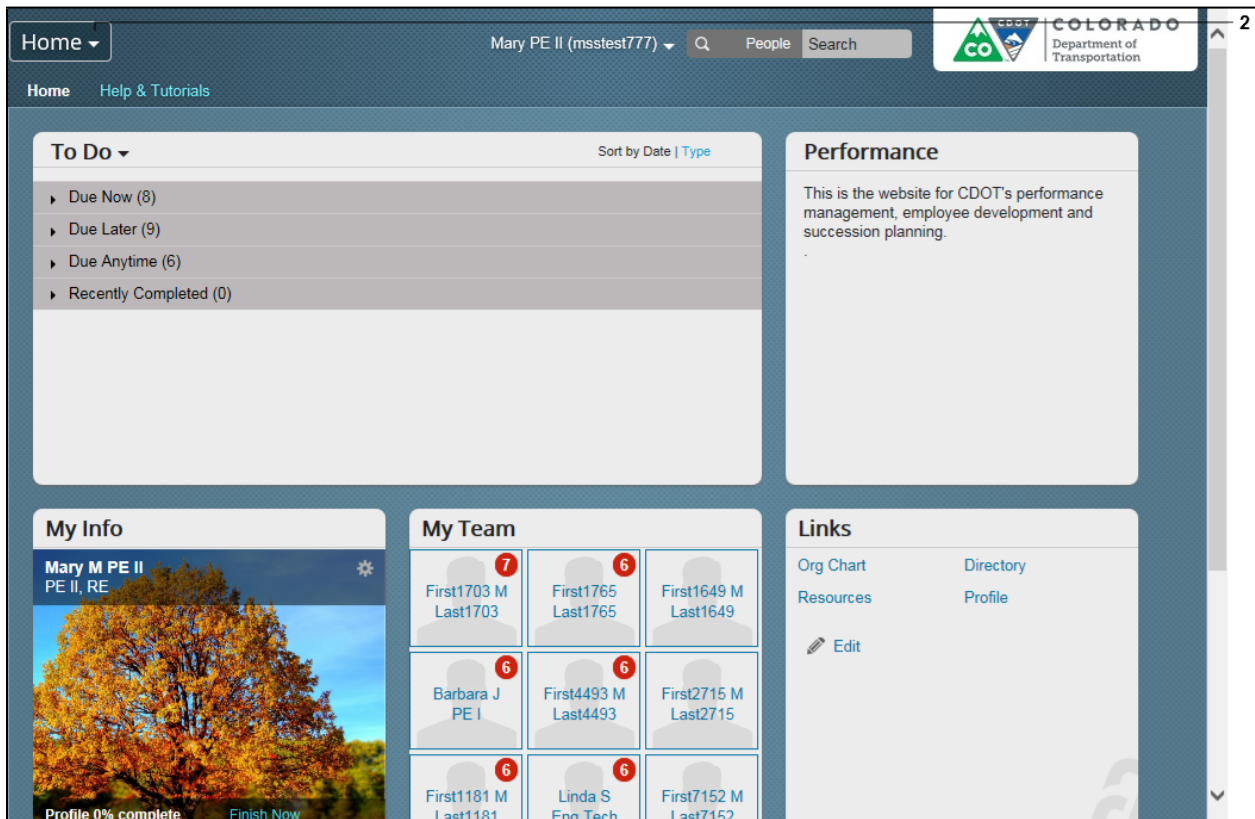
Procedure

1. Start the transaction using the URL <http://sapprdep.dot.state.co.us:50000/irj/portal>. The SAP NetWeaver Portal screen displays.




Click the **Employee Self-Service** tab in the SAP NetWeaver Portal screen, then select the **Performance** link in the **Performance and Development** section.

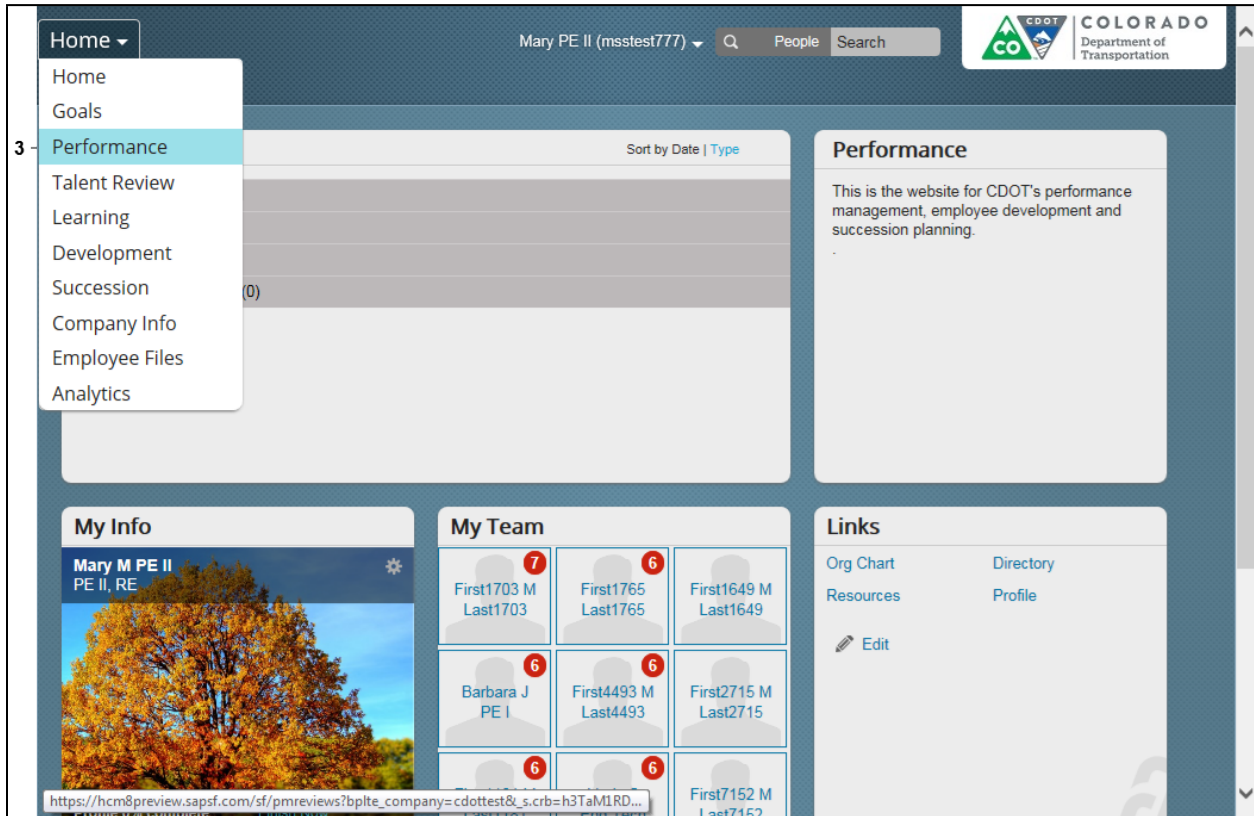
SuccessFactors: Home



The screenshot shows the SAP NetWeaver Portal SuccessFactors Home page. At the top, there is a navigation bar with a 'Home' dropdown menu, the user name 'Mary PE II (msstest777)', and a search bar. Below the navigation bar, there are several widgets: 'To Do' with a list of tasks (Due Now, Due Later, Due Anytime, Recently Completed), 'Performance' with a description of the website's purpose, 'My Info' with a profile picture and a 'Finish Now' button, and 'My Team' with a grid of team member cards. Each team member card shows a name and initials, and a red circle with a number indicating the number of items. The 'Links' widget contains links for 'Org Chart', 'Directory', 'Resources', and 'Profile', along with an 'Edit' button.

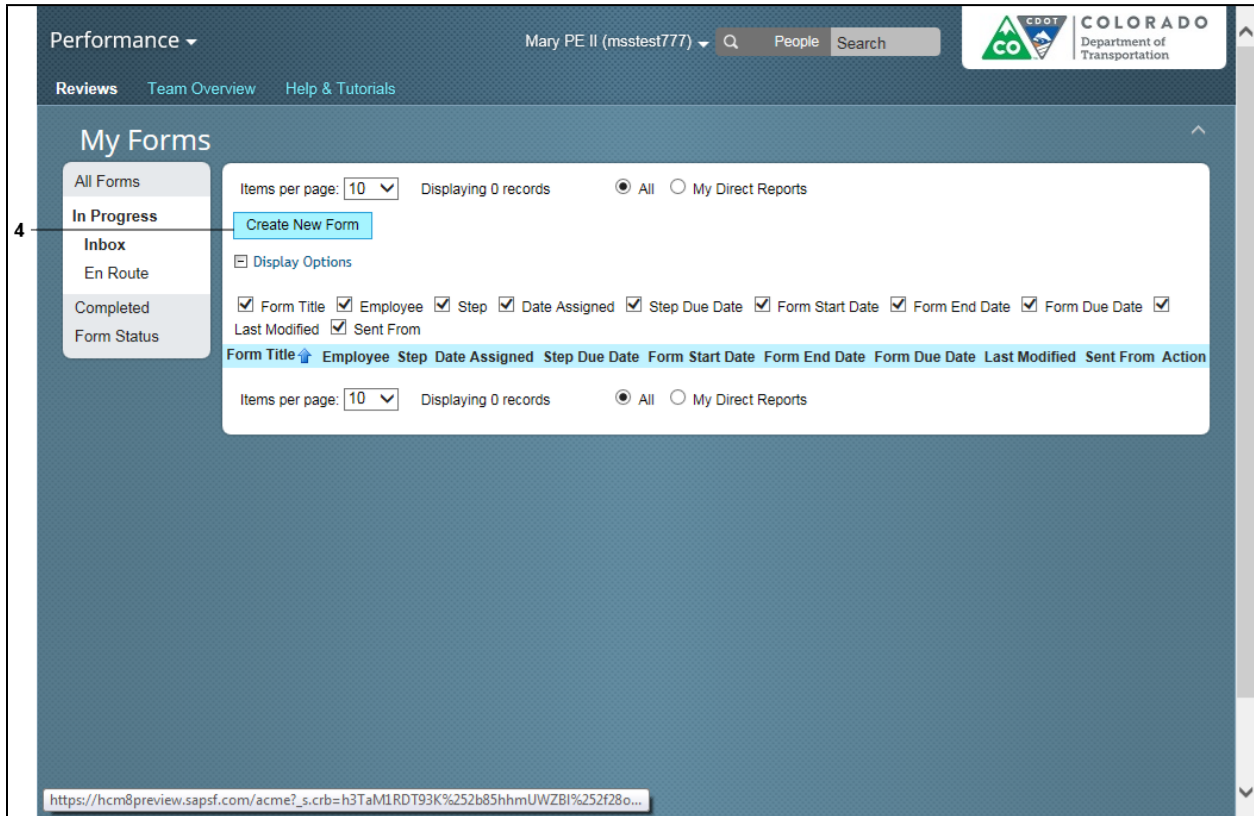
2. Click **Home** drop-down button .


SuccessFactors: Home



3. Select **Performance** option from the drop-down menu.

SuccessFactors: My Forms



Performance ▾ Mary PE II (msstest777) ▾ People Search 

Reviews Team Overview Help & Tutorials

My Forms

All Forms
In Progress
Inbox
En Route
Completed
Form Status

Items per page: 10 ▾ Displaying 0 records All My Direct Reports

Create New Form

Display Options

Form Title Employee Step Date Assigned Step Due Date Form Start Date Form End Date Form Due Date Last Modified Sent From

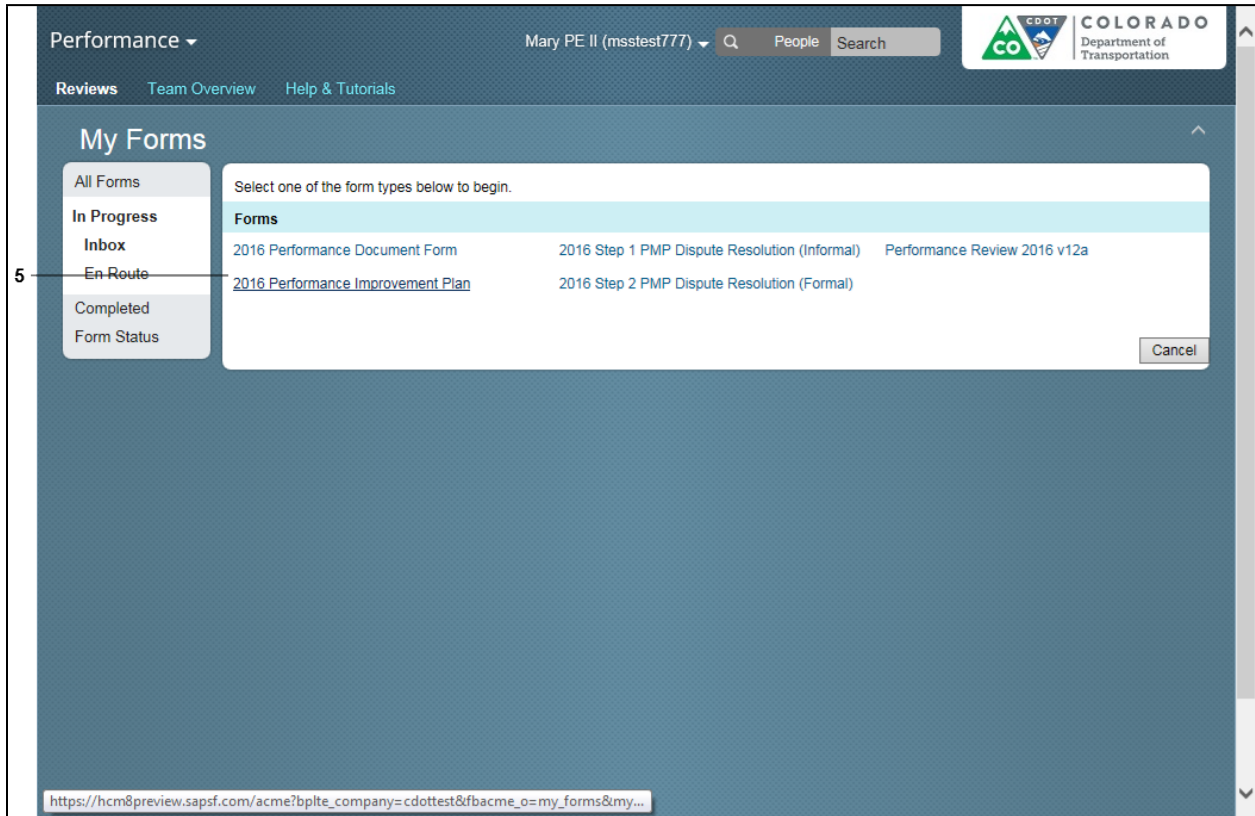
Form Title	Employee	Step	Date Assigned	Step Due Date	Form Start Date	Form End Date	Form Due Date	Last Modified	Sent From	Action
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Items per page: 10 ▾ Displaying 0 records All My Direct Reports

https://hcm8preview.sapsf.com/acme?_s_crb=h3TaMlRDT93K%252b85hbmUWZBI%252f28o...

4. Click **Create New Form** button 

SuccessFactors: My Forms



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My Forms

Select one of the form types below to begin.

Forms

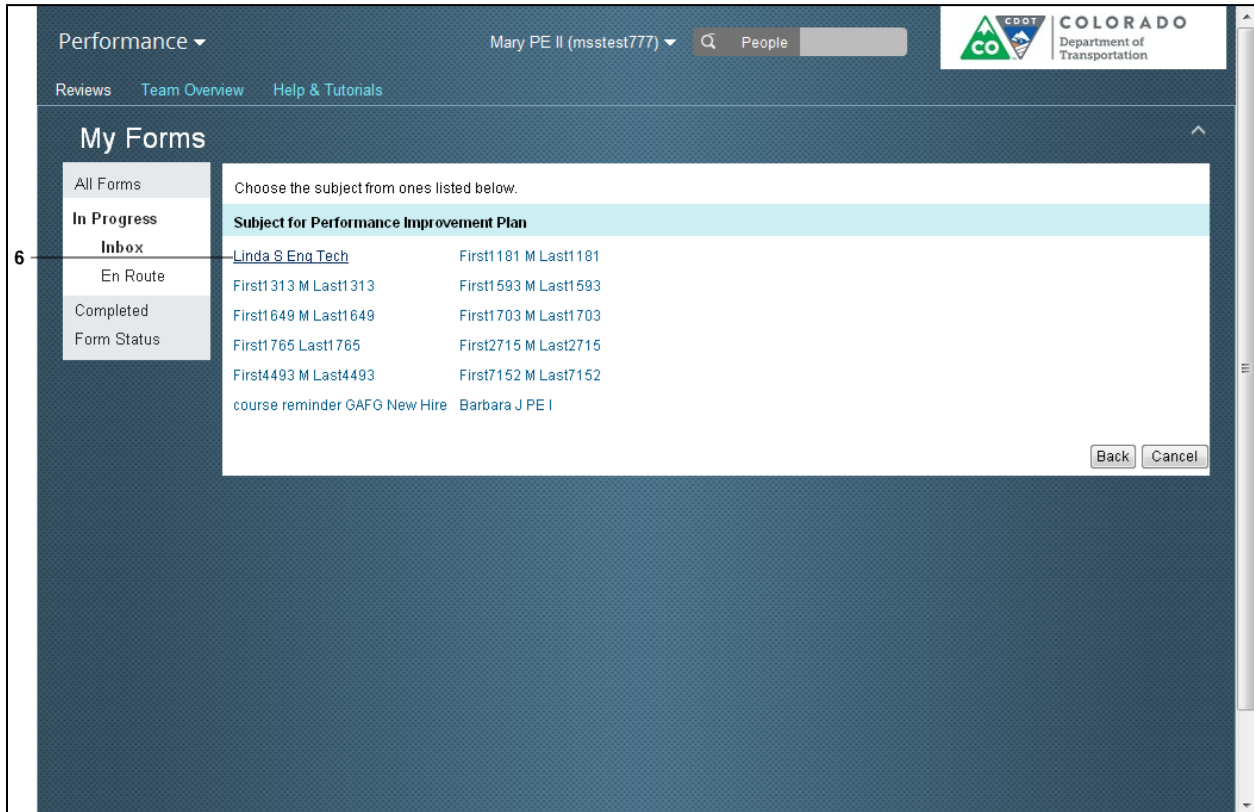
2016 Performance Document Form	2016 Step 1 PMP Dispute Resolution (Informal)	Performance Review 2016 v12a
2016 Performance Improvement Plan	2016 Step 2 PMP Dispute Resolution (Formal)	

Cancel

https://hcm&preview.sapsf.com/acme?bplte_company=cdotest&fbacme_o=my_forms&my...

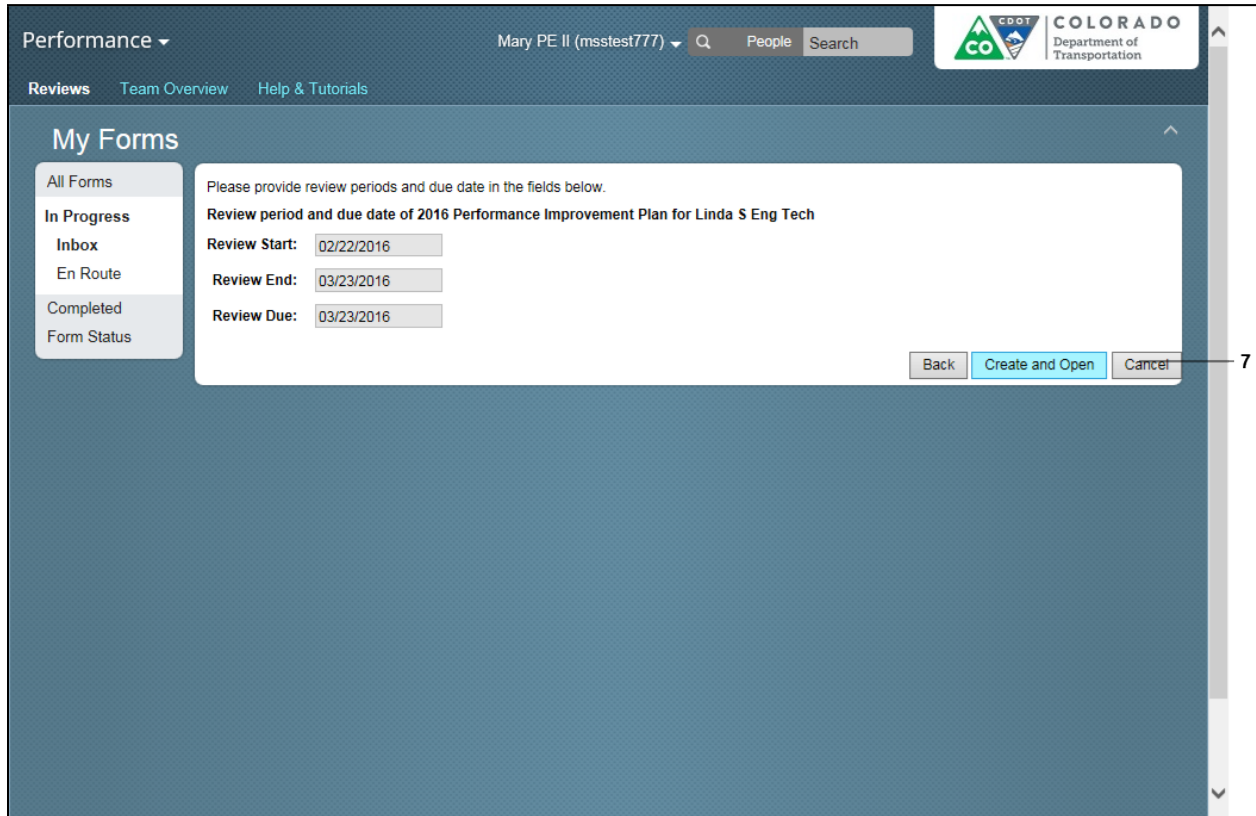
5. Click **2016 Performance Improvement Plan** link [2016 Performance Improvement Plan](#) .

SuccessFactors: My Forms



6. Select the employee you are creating the Performance Improvement plan for.

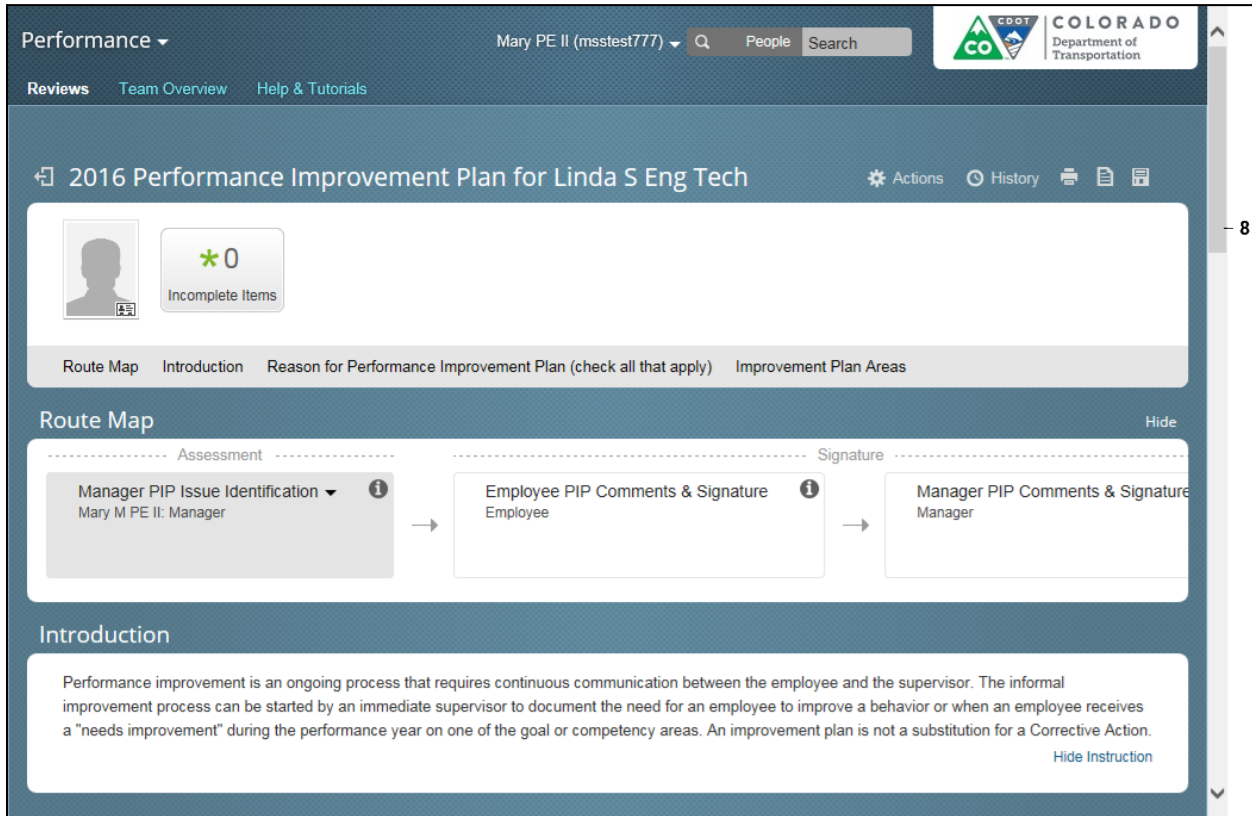
Example: Linda S Eng Tech

SuccessFactors: My Forms

7. Click **Create and Open** button 



The system automatically defaults the three review dates. They are grayed out and cannot be changed.


SuccessFactors: Performance Review - Windows Internet Explorer

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2016 Performance Improvement Plan for Linda S Eng Tech

Actions History

 *0 Incomplete Items

Route Map Introduction Reason for Performance Improvement Plan (check all that apply) Improvement Plan Areas

Route Map

Assessment Signature

Manager PIP Issue Identification
Mary M PE II: Manager

Employee PIP Comments & Signature
Employee

Manager PIP Comments & Signature
Manager

Introduction

Performance improvement is an ongoing process that requires continuous communication between the employee and the supervisor. The informal improvement process can be started by an immediate supervisor to document the need for an employee to improve a behavior or when an employee receives a "needs improvement" during the performance year on one of the goal or competency areas. An improvement plan is not a substitution for a Corrective Action.

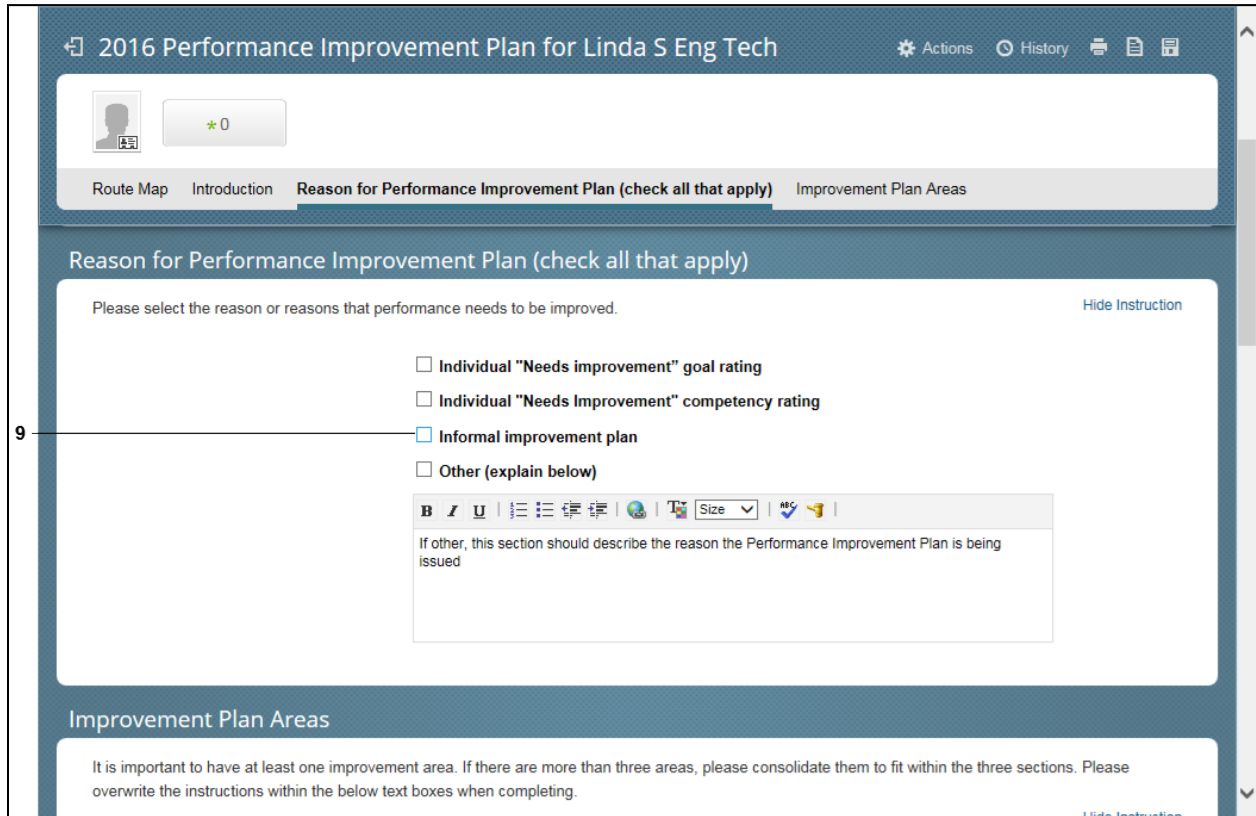
[Hide Instruction](#)

- 8.** Use the vertical scroll bar to go to the **Reason for Performance Improvement Plan** section.



Starting in 2016, SuccessFactors forms have a bookmark under the Employee's picture. Click on the link to go to go directly that section of the document.

SuccessFactors: Performance Review

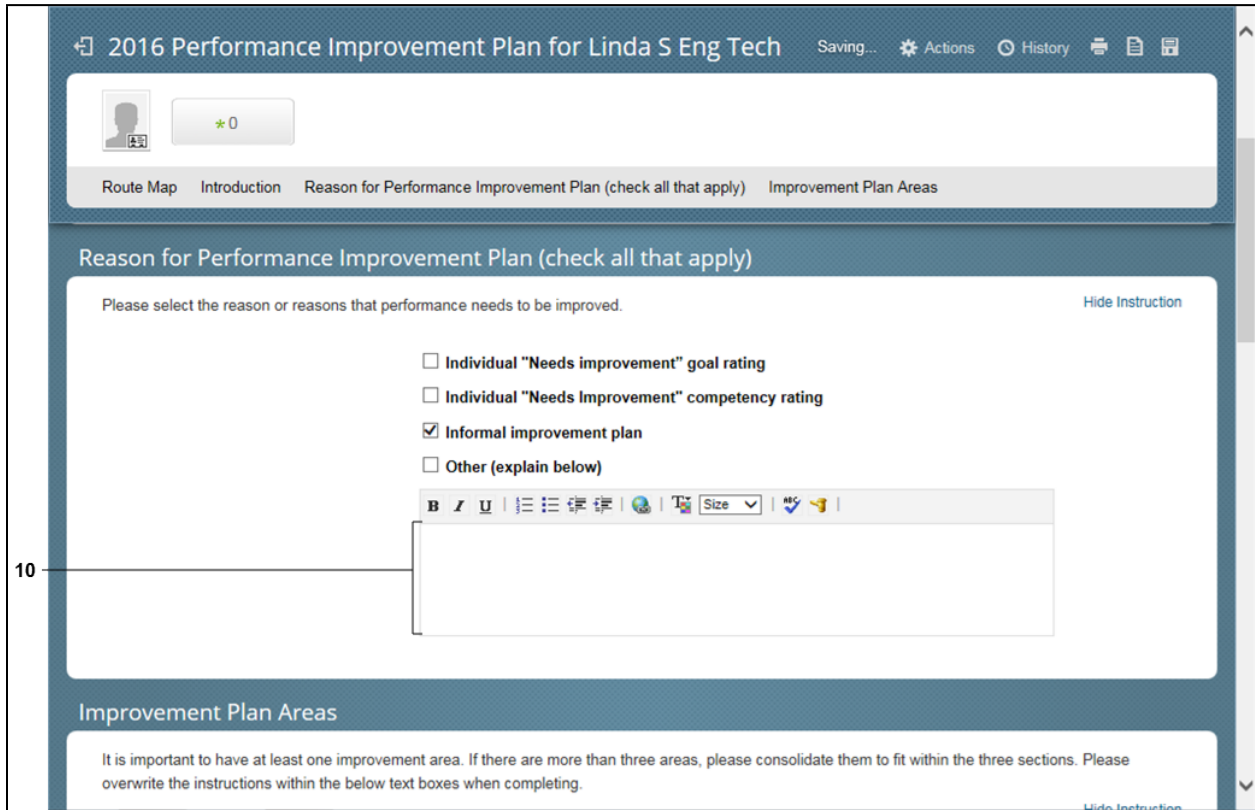


The screenshot displays the '2016 Performance Improvement Plan for Linda S Eng Tech' in the SuccessFactors system. The interface includes a navigation bar with tabs for 'Route Map', 'Introduction', 'Reason for Performance Improvement Plan (check all that apply)', and 'Improvement Plan Areas'. The 'Reason for Performance Improvement Plan' section contains the instruction: 'Please select the reason or reasons that performance needs to be improved.' Below this are four checkboxes: 'Individual "Needs improvement" goal rating', 'Individual "Needs Improvement" competency rating', 'Informal improvement plan', and 'Other (explain below)'. A red circle with the number '9' highlights the 'Informal improvement plan' checkbox. Below the checkboxes is a rich text editor with a toolbar and a text area containing the instruction: 'If other, this section should describe the reason the Performance Improvement Plan is being issued'. The 'Improvement Plan Areas' section is partially visible at the bottom, with an instruction: 'It is important to have at least one improvement area. If there are more than three areas, please consolidate them to fit within the three sections. Please overwrite the instructions within the below text boxes when completing.'

9. Select the checkbox for the Performance Improvement Plan reason.

Example: Informal Improvement plan

SuccessFactors: Performance Review



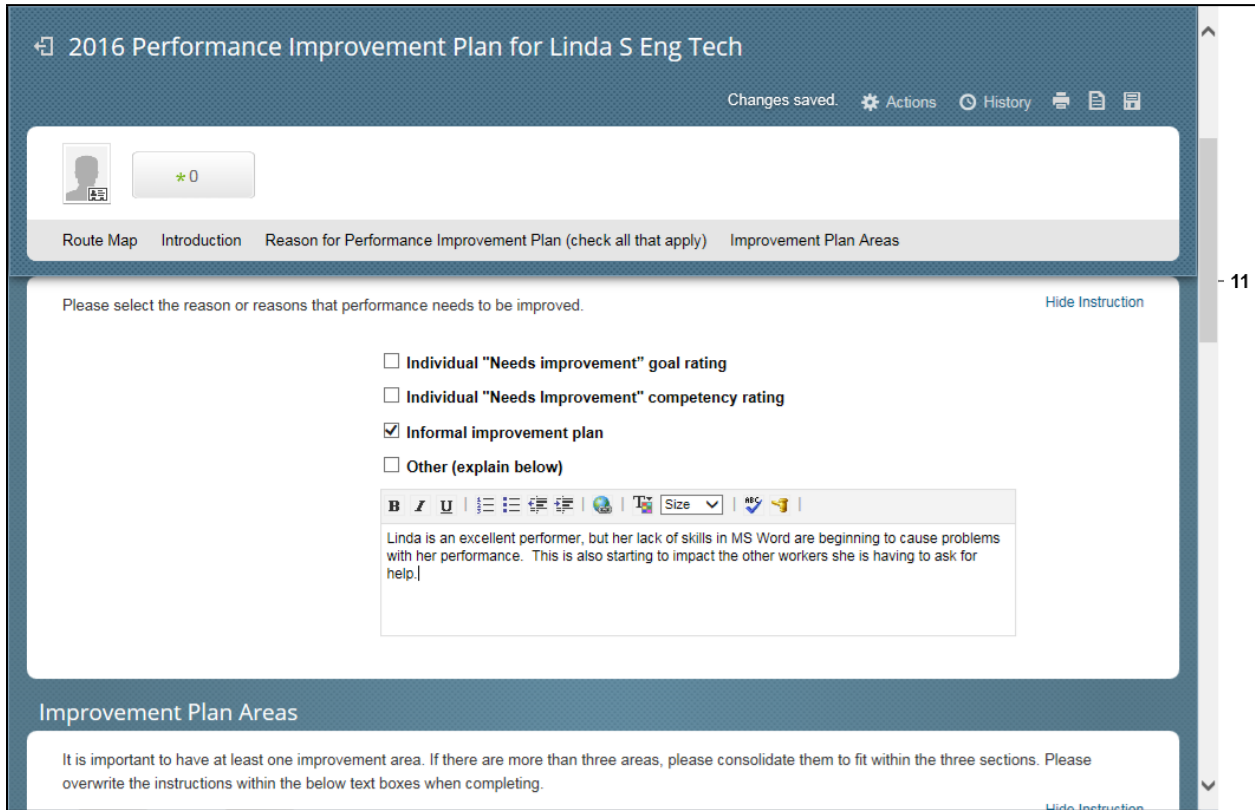
10. As required, complete/review the following fields:

Field	R/O/C	Description
Other	Required	Text description of the reason for the performance improvement plan. Example: Add the description for the Performance Improvement Plan.



An example for the description of the Performance Improvement Plan is: "Linda is an excellent performer, but her lack of skills in MS Word are beginning to cause problems with her performance. This is also starting to impact the other workers she is having to ask for help."

SuccessFactors: Performance Review



2016 Performance Improvement Plan for Linda S Eng Tech

Changes saved. Actions History

0

Route Map Introduction Reason for Performance Improvement Plan (check all that apply) Improvement Plan Areas

Please select the reason or reasons that performance needs to be improved. [Hide Instruction](#)

- Individual "Needs improvement" goal rating
- Individual "Needs Improvement" competency rating
- Informal improvement plan
- Other (explain below)

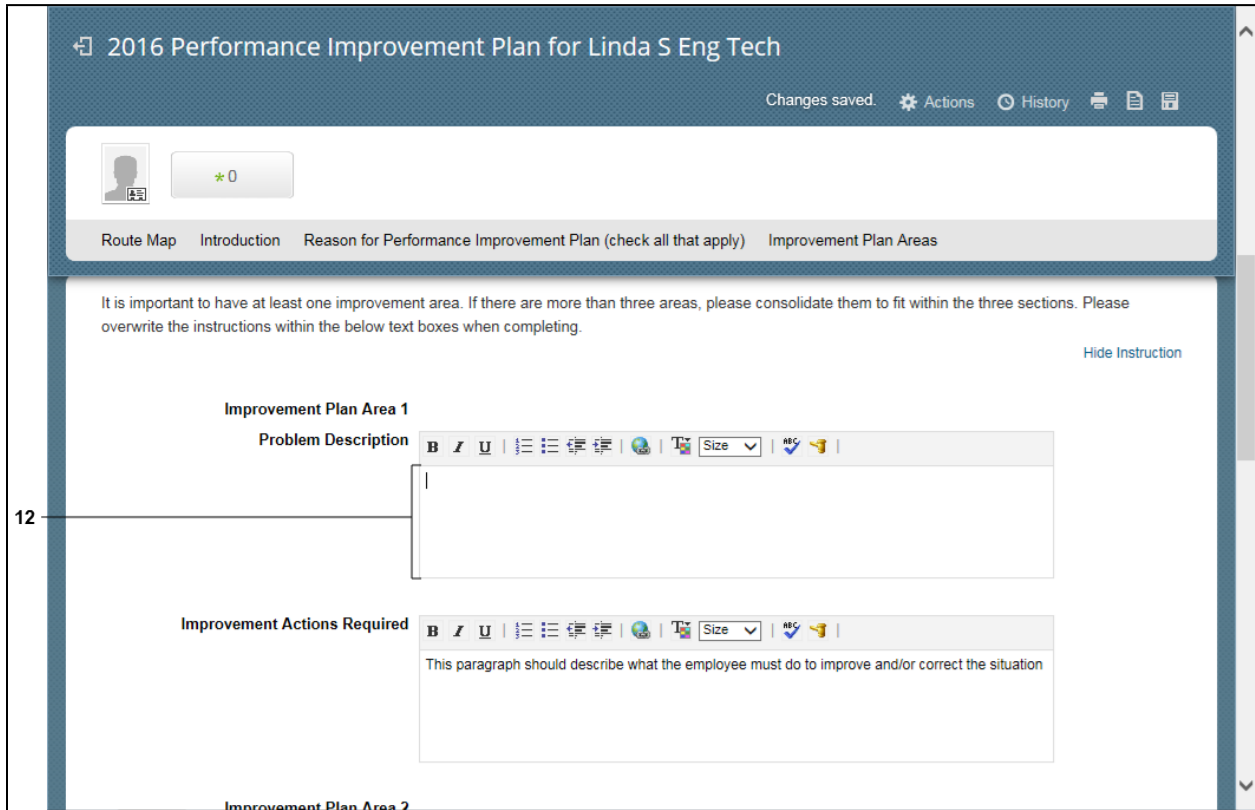
B *I* U | | | | | | Size | |

Linda is an excellent performer, but her lack of skills in MS Word are beginning to cause problems with her performance. This is also starting to impact the other workers she is having to ask for help.

Improvement Plan Areas

It is important to have at least one improvement area. If there are more than three areas, please consolidate them to fit within the three sections. Please overwrite the instructions within the below text boxes when completing. [Hide Instruction](#)

11. Use the vertical scroll bar to go to the **Improvement Plan Areas** section.

SuccessFactors: Performance Review


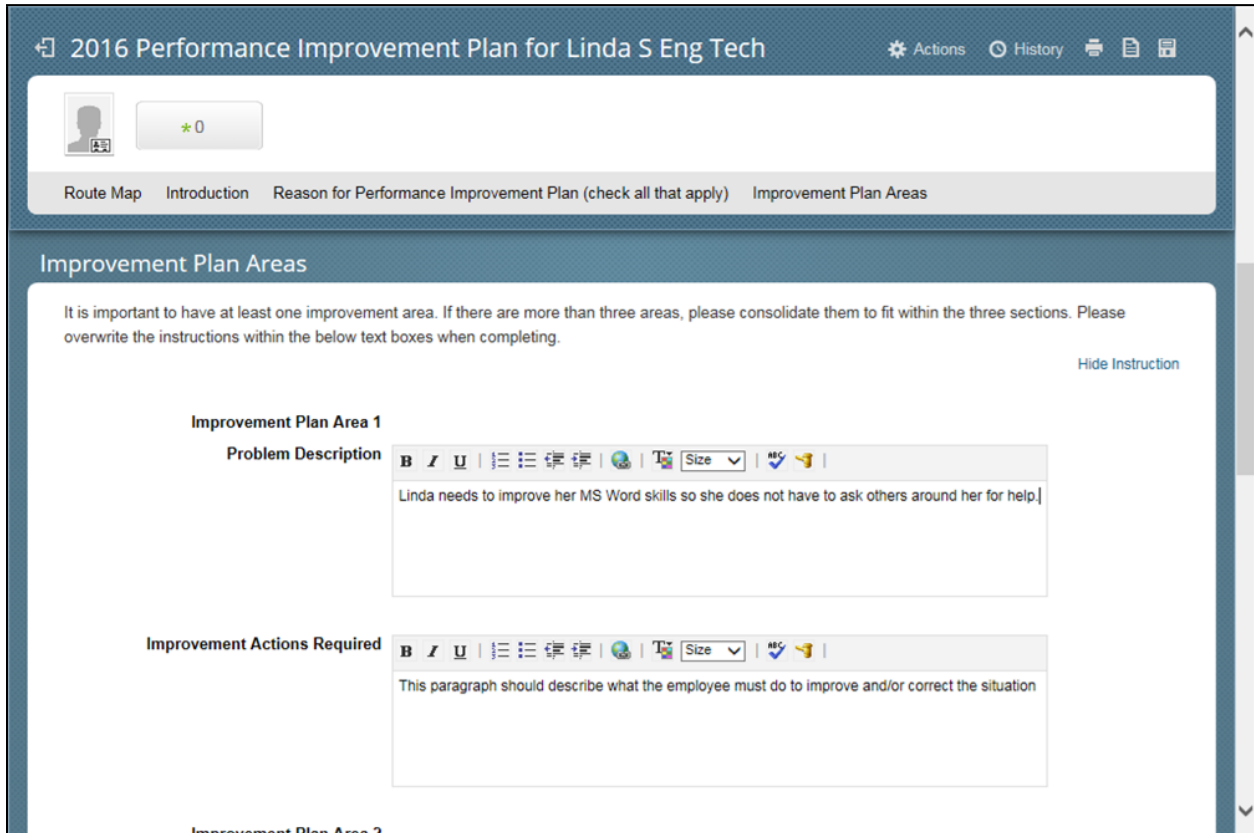
12. As required, complete/review the following fields:

Field	R/O/C	Description
Problem Description	Required	Text description of the specific job duty and competency area that needs to be addressed. Example: Add description of the problem.



An example of the problem description is: "Linda needs to improve her MS Word Skills so she does not have to ask others around her for help."

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2016 Performance Improvement Plan for Linda S Eng Tech

Route Map Introduction Reason for Performance Improvement Plan (check all that apply) Improvement Plan Areas

Improvement Plan Areas

It is important to have at least one improvement area. If there are more than three areas, please consolidate them to fit within the three sections. Please overwrite the instructions within the below text boxes when completing.

Hide Instruction

Improvement Plan Area 1

Problem Description

Linda needs to improve her MS Word skills so she does not have to ask others around her for help.

Improvement Actions Required

This paragraph should describe what the employee must do to improve and/or correct the situation

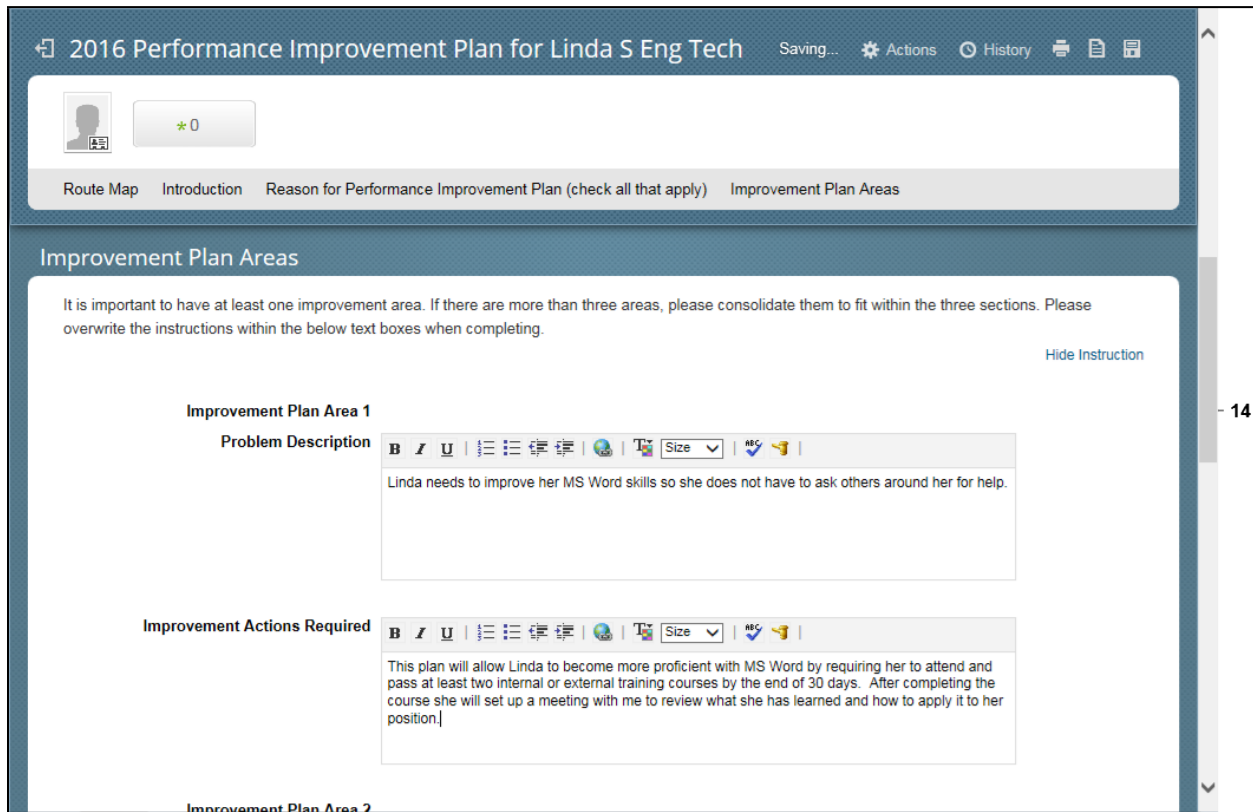
Improvement Plan Area 2

13. As required, complete/review the following fields:

Field	R/O/C	Description
Improvement Actions Required	Required	Example: Add description for improvement action required.



An example of improvement action required description is: " This plan will allow Linda to become more proficient with MS Word by requiring her to attend and pass two internal or external training courses by the end of 30 days. After completing the course she will set up a meeting with me to review what she has learned and how to apply it to her position."

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2016 Performance Improvement Plan for Linda S Eng Tech Saving... Actions History

Route Map Introduction Reason for Performance Improvement Plan (check all that apply) Improvement Plan Areas

Improvement Plan Areas

It is important to have at least one improvement area. If there are more than three areas, please consolidate them to fit within the three sections. Please overwrite the instructions within the below text boxes when completing. [Hide Instruction](#)

Improvement Plan Area 1

Problem Description

Linda needs to improve her MS Word skills so she does not have to ask others around her for help.

Improvement Actions Required

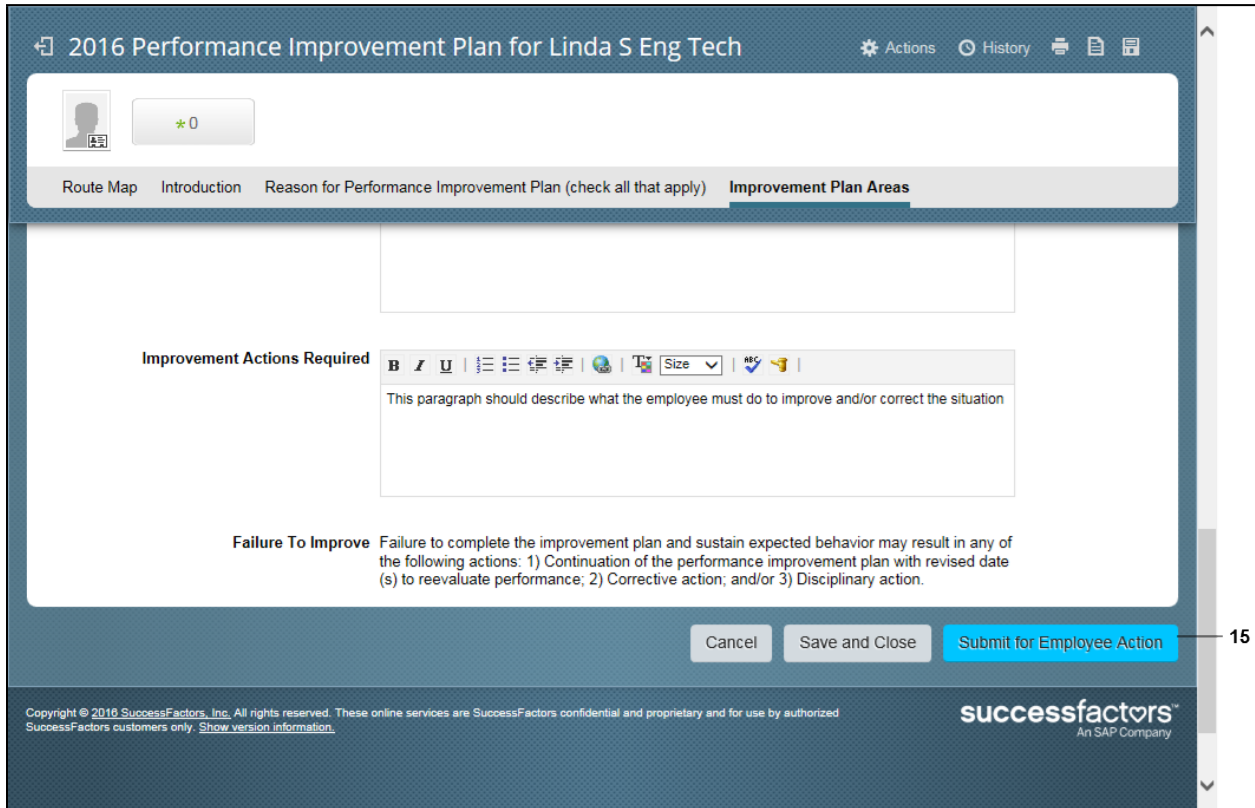
This plan will allow Linda to become more proficient with MS Word by requiring her to attend and pass at least two internal or external training courses by the end of 30 days. After completing the course she will set up a meeting with me to review what she has learned and how to apply it to her position.

Improvement Plan Area 2

14

14. Use the vertical scroll bar to view the **Save** and **Submit** buttons.

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2016 Performance Improvement Plan for Linda S Eng Tech

Route Map Introduction Reason for Performance Improvement Plan (check all that apply) **Improvement Plan Areas**

Improvement Actions Required

This paragraph should describe what the employee must do to improve and/or correct the situation

Failure To Improve Failure to complete the improvement plan and sustain expected behavior may result in any of the following actions: 1) Continuation of the performance improvement plan with revised date (s) to reevaluate performance; 2) Corrective action; and/or 3) Disciplinary action.

Cancel Save and Close **Submit for Employee Action**

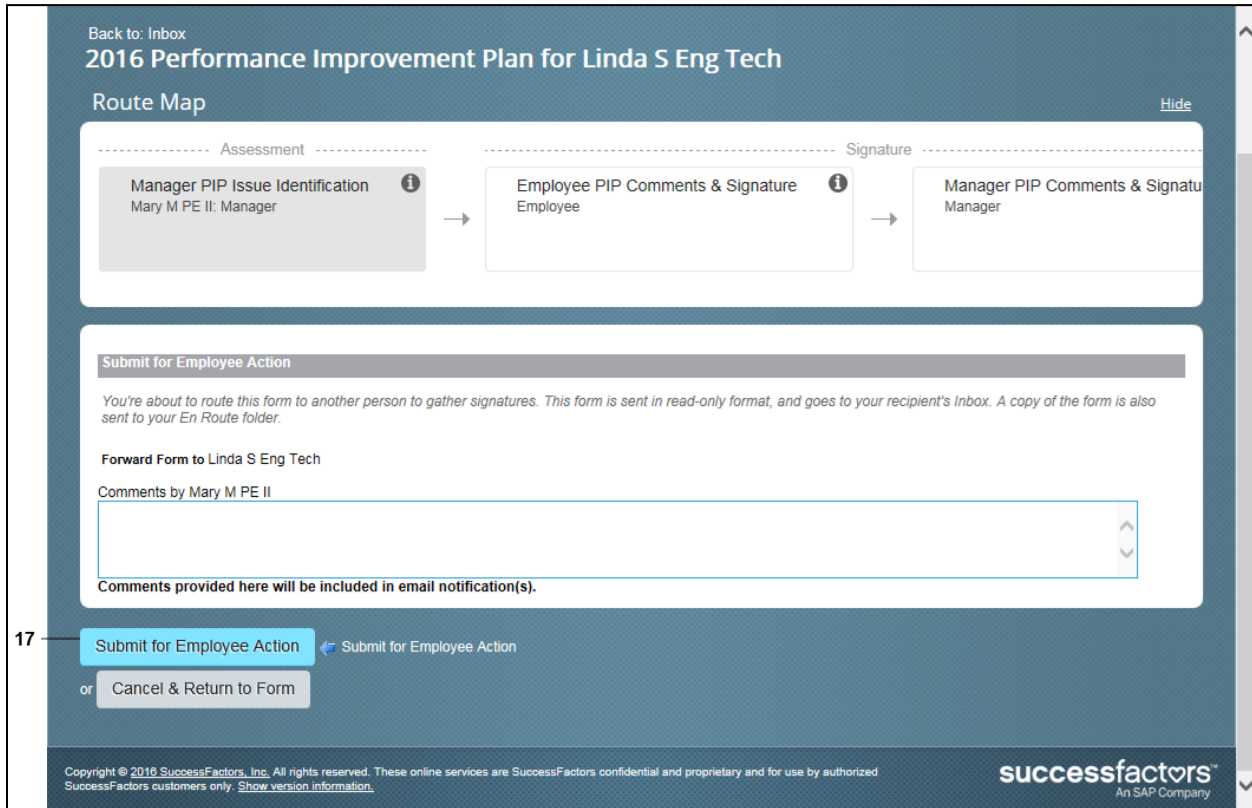
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15. Click **Submit for Employee Action** button



SuccessFactors: Performance Review



Back to: Inbox
2016 Performance Improvement Plan for Linda S Eng Tech

Route Map Hide

----- Assessment ----- Signature -----

Manager PIP Issue Identification **i** → Employee PIP Comments & Signature **i** → Manager PIP Comments & Signatu
Mary M PE II: Manager Employee Manager

Submit for Employee Action

You're about to route this form to another person to gather signatures. This form is sent in read-only format, and goes to your recipient's Inbox. A copy of the form is also sent to your En Route folder.

Forward Form to Linda S Eng Tech

Comments by Mary M PE II

Comments provided here will be included in email notification(s).

17 **Submit for Employee Action** ← Submit for Employee Action
or **Cancel & Return to Form**

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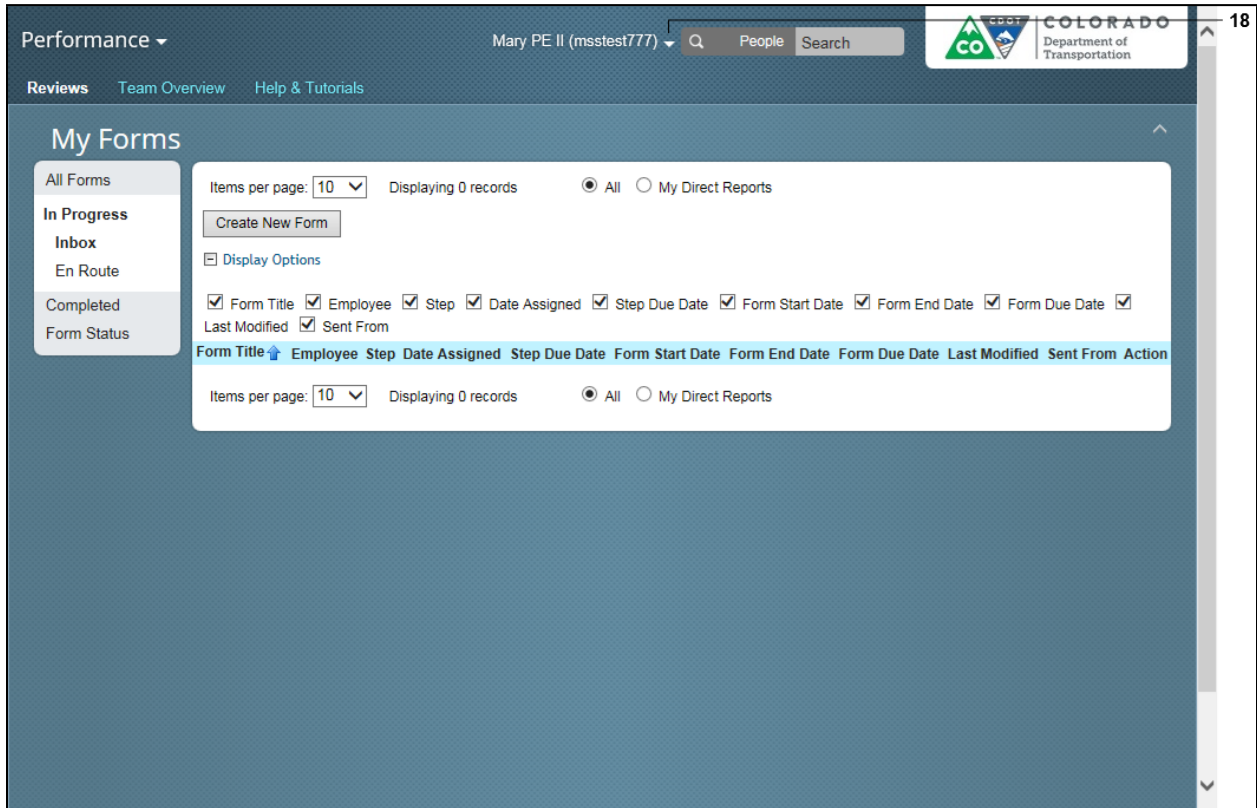
16. As required complete/review the Comments by field.



An example of the message is: "Linda, Please review the following Performance Improvement Plan we discussed earlier today. I need to have you acknowledge the form within seven days of this email."

17. Click **Submit for Employee Action** button

Submit for Employee Action

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My Forms

All Forms

In Progress

Inbox

En Route

Completed

Form Status

Items per page: 10 ▾ Displaying 0 records All My Direct Reports


Create New Form

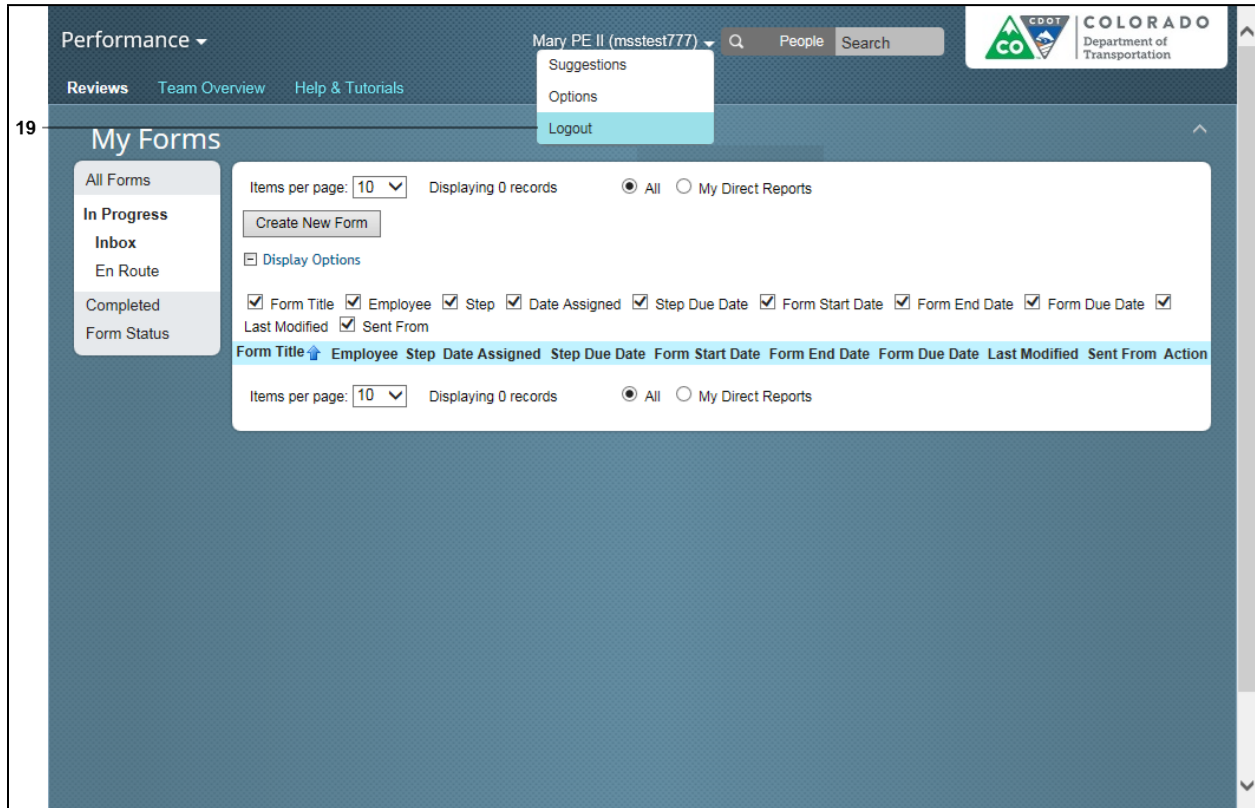
Display Options

Form Title Employee Step Date Assigned Step Due Date Form Start Date Form End Date Form Due Date Last Modified Sent From

Form Title	Employee	Step	Date Assigned	Step Due Date	Form Start Date	Form End Date	Form Due Date	Last Modified	Sent From	Action
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Items per page: 10 ▾ Displaying 0 records All My Direct Reports

18. To log out, click the drop-down button  next to your user ID.

SuccessFactors: Performance

Performance ▾

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Mary PE II (msstest777) People Search

CDOT COLORADO Department of Transportation

19 My Forms

All Forms

In Progress

Inbox

En Route

Completed

Form Status

Items per page: 10 Displaying 0 records All My Direct Reports


Create New Form

Display Options

Form Title Employee Step Date Assigned Step Due Date Form Start Date Form End Date Form Due Date Last Modified Sent From

Form Title Employee Step Date Assigned Step Due Date Form Start Date Form End Date Form Due Date Last Modified Sent From Action

Items per page: 10 Displaying 0 records All My Direct Reports

19. Click **Logout** option  from the drop-down menu.
20. You have completed this transaction.

Result

You have created a Performance Improvement Plan for an Employee.

For feedback on this document, please contact dot_SAPSupport@state.co.us.