

Probationary Performance Notice (PPN) & Guidelines

Management must meet with the probationary employee to appropriately inform them of any performance deficiencies and/or corrections needed and give a timeline for the corrective action(s). Management must document this discussion and provide the written Notice (PPN) to the employee. If management decides that a probationary separation is necessary, Employee and Management Relations (EMR) is required to review the PPN prior to analyzing the approval for a probationary separation.

The following outline provides guidance for creating the PPN; however, all items contained within the PPN (Notice to the employee) have to be a recap of what was actually discussed during the counseling session, including the employee's response(s). Ensure the counseling session, and subsequently the written PPN, resets expectations for the employee and alerts the employee that if improvements are not made, further action is impending.

1. Use the following opening paragraph (or something very similar):

"Thank you for meeting with me on (date) to discuss my concerns about your current unsatisfactory job performance and the actions I expect you to take to address these concerns and correct your performance. Here is a summary of the concerns that we discussed:"

2. Include the following information for *each* type of performance deficiency:

- **Description of Performance Deficiency** – Provide a description (only as detailed as needed) for both you and the employee to understand the deficiency that was discussed during the counseling session. Provide a brief summary of the conversation.

Example(s) of Performance Deficiency – Provide several examples or group the examples based on the deficiency – if you are referring to an incident or an email, make sure you include the date of the incident or email and a brief description.

Note: Examples should be from the last 30-45 days.

- **Negative Consequences of Performance Deficiency** – A brief description of how this performance deficiency negatively impacts the employee's performance, co-worker's performance, your performance, regulatory compliance, and/or the reputation of your group with faculty or other units in the University—recap how this was discussed during the counseling session.

- **Employee Response(s) to Performance Deficiency** – Describe what the employee said and/or did during the counseling session when presented with the supervisor’s concerns about the performance deficiency.
- **Required Corrective Action(s)** – This element is very important – list the specific actions you expect the employee to take to correct the performance deficiency and the timeline for correction.

3. Include the following language at the end of the document (or something very similar):

“If your recollection of our discussion is different from mine, please contact me immediately so that I may clarify. We will meet to discuss your progress in making the required corrective actions on a periodic (i.e., weekly, bi-weekly, monthly) basis. If you fail to make and sustain these performance corrections, we will have to have a different type of conversation to discuss next steps.”